
SUPPORT SERVICES JOB AID

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.
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REFERENCES

- CNICINST 5300.2, Commander, Navy Installations Command Nonappropriated Fund Personnel Manual
 - 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.
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**SUPPLIES/
RESOURCES**

- Standard Form 52 (SF-52), Request for Personnel Action.
 - Applicable staff records.
 - Typical office supplies.
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**THIS TASK
IS DONE
CORRECTLY
WHEN**

- 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.
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NOTES

The SF-52 is the initiating document for FFR *personnel actions*--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.

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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.
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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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Request for LWOP • Change of status/category • All others 	Steps 7 through 10.

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Step 2 Determine the need to fill the vacancy at this time.

IF THE POSITION IS:	AND:	THEN:
Required by policy or regulation	Funding is available	<ol style="list-style-type: none"> 1. Fill the vacancy 2. Go to Step 4.
	Funding is NOT available	<ol style="list-style-type: none"> 1. Cite regulation. 2. Reclama the requirement, if applicable. 3. Seek relief through your immediate supervisor and the chain of command to obtain additional funding or waivers, or to make adjustments to the Program. 4. Record outcomes on Memo for the Record.
Essential to the mission - OR - An essential supervisory or management position	Funding is available	<ol style="list-style-type: none"> 1. Fill the vacancy 2. Go to Step 4.
	Funding is NOT available	<ol style="list-style-type: none"> 1. Prepare and submit narrative describing the essential nature of the position. (Reclama results, if applicable.) 2. Seek relief through your immediate supervisor and the chain of command to obtain additional funding or to make adjustments to the Program. 3. Record outcomes on Memo for the Record.
One whose sustained vacancy will NEGATIVELY impact your activities, events, products, and/or services	Funding is available	<ol style="list-style-type: none"> 1. Fill the vacancy 2. Go to Step 4.
	Funding is NOT available	<ol style="list-style-type: none"> 1. 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.) 2. Seek relief through your immediate supervisor and the chain of command to obtain additional funding or to make adjustments to the Program. 3. 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	<ol style="list-style-type: none"> 1. Review your current staffing strategy. (See <u>Develop/Maintain A Staffing Strategy.</u>) 2. Justify the BEST use of your financial resources, whether within your Program OR within the FFR Department. 3. Decide whether to gap or abolish the position for the time being. 4. Go to Step 3.
	Funding is NOT available	<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> <input type="checkbox"/> The date of the position/job vacancy. <input type="checkbox"/> Why the position/job need NOT be filled at this time. Examples: <ul style="list-style-type: none"> • Temporary reduction in base population. • Seasonal restrictions. • Ship, squadron, unit deployments. <input type="checkbox"/> How long the position/job can remain vacant. <input type="checkbox"/> Recommendation on the status of the billet. Examples: <ul style="list-style-type: none"> • 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. <input type="checkbox"/> The future date you anticipate filling the vacancy, if known.
Abolishing	<ul style="list-style-type: none"> <input type="checkbox"/> The date of the position/job vacancy. <input type="checkbox"/> Why the position/job need NOT be filled. Examples: <ul style="list-style-type: none"> • Unrecoverable decline in business/program usage. • Change in staffing guidelines. • Automation initiatives. • Budget cuts/management. • Policy situation. <input type="checkbox"/> Recommendations on use of resources. Examples: <ul style="list-style-type: none"> • 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.

NOTE: If a NAF position vacancy, notify the FFR Director, through the appropriate support staff, that you wish to abolish/realign the position.

If an APF position vacancy, notify the FFR Director and your NAF Personnel Office to receive guidance from them on how to proceed and still keep the GS billet within the department.

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Step 4 Using the following guidelines, prepare an SF-52 (or local form) requesting that a **vacant position** be filled and the documentation included in the staff member's OPF. (A new OPF will need to be assembled and filed for first time FFR new hires.)

- Complete the following sections of the SF-52: Part A and these blocks in Part B: 1, 2, 3, 4, 5, 6, 15, 16, 17, 18, 19, 20, 21, 22.
- Attach a current Position Description (PD) which has been approved and classified. This has usually been pre-approved by your local NAF HR Office. (See Prepare/Update Position Descriptions.)
- Attach a justification document, if applicable in this situation.
- Make copies of the SF-52 and all supporting documentation for your files to facilitate follow-up of the request.
- Route the SF-52 to the approving official, via the NAF HR office. This might be your immediate 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 Announce/Fill NAF Position Vacancies.

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.

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Step 6 Using the following guidelines, prepare an SF-52 (or local form) requesting processing of a **resignation** and that documentation regarding the resignation be included in the staff member's OPF.

- Complete the following sections of the SF-52. All of Part A and those sections of Part B relative to the details of this personnel action per local 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 them that the information they entered in Part E is used by the State Unemployment Office to determine possible unemployment benefits eligibility.
- Make copies of the SF-52 and all supporting documentation for your files and forward the originals to your local NAF HR Office.
- Ensure the staff member reports to the Personnel Office for the check-out process (e.g., benefit continuation options, identification badge/key turn-ins, final pay, etc.) per local policy.

<p>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.</p>

Step 7 Using the following guidelines, prepare an SF-52, Request for Personnel Action (or local form) requesting **other personnel actions** be approved or initiated and that this documentation be recorded in the staff member's OPF.

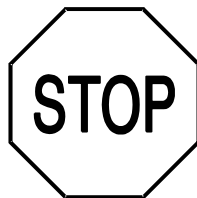
- Complete Parts A and B relative to the details of this personnel action per your local practice/procedures.
- Follow local guidelines regarding which sections of the SF-52 are required depending on what type of personnel action is requested.
- Make copies of the SF-52 and all supporting documentation 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.

<p>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"!</p>

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.

SUPPORT SERVICES JOB AID

Standard Form 52
Rev 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32 33, 36 and 39)

1. Actions Requested PROMOTION		2. Request Number	
3. For additional Information Call (Name and Telephone Number) Karen K. Jones, 872-0230		4. Proposed Effective Date 1 April 19XX	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN SMITH, Maintenance Supv 31 Mar XX		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) ANN JACKSON, Director MWR 31 Mar XX	

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

1. Name (Last, First, Middle) BELL, Mary A.	2. Social Security Number 222-22-2222	3. Date of Birth 1-18-55	4. Effective Date 1 Apr 19XX
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

Maintenance Worker

15. TO: Position Title and Number

Maintenance Worker Leader

8. Pay Plan NA	9. Occ. Code 4749	10. Grade or Level 09	11. Step or Rate 03	12. Total Salary \$10.44	13. Pay Basis ph	16. Pay Plan NL	17. Occ. Code 4749	18. Grade or Level 09	19. Step or Rate 02	20. Total Salary/Award \$11.04	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj Base Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj Base Pay	20D. Other Pay				

14. Name and Location of Position's Organization

Support Branch
Equipment Division
MWR Department
NAVSTA Seabreeze
Anywhere, USA 12345

22. Name and Location of Position's Organization

Electronics Branch
Equipment Division
MWR Department
NAVSTA Seabreeze
Anywhere, USA 12345

EMPLOYEE DATA

23. Veteran's Preference 1 - None 2 - 5-Point	3-10-Point/Disability 4-10-Point/Compensable	5-10-Point/Other	6 - 10-Point/Compensable/30%	24. Tenure 0-None 1-Permanent	25. Agency Use 2-Conditional 3-Indefinite	26. Veteran's Preference for RIF YES
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant				
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-time Hours per Biweek Pay Period			

POSITION DATA

34. Position Occupied 1. Competitive Service 2. SES General Excepted Service 3. SES General 4. SES Career	35. FLSA Category N E-Exempt N-Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Anywhere, USA		

40. Agency Data	41	42	43	44		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1. USA 2. Other	50. Veterans Status	51. Supervit Status

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and the proposed action is in compliance with statutory and regulatory requirements.			Signature	Approval Date	

CONTINUED ON REVERSE SIDE

OVER

Editions prior to 7/91 Are Not Usable after 6/03
NSN 7540-01-333-6239

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

YES

N

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 a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8056 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 8056 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.)

SAMPLE

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

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32 33, 36 and 39)

1. Actions Requested	2. Request Number
3. For additional Information Call (<i>Name and Telephone Number</i>)	4. Proposed Effective Date
5. Action Requested By (<i>Typed Name, Title, Signature, and Request Date</i>)	6. Action Authorized By (<i>Typed Name, Title, Signature, and Concurrence Date</i>)

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

1. Name (<i>Last, First, Middle</i>)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION	SECOND ACTION
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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
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8. Pay Plan	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 Pay		20B. Locality Adj.		20C. Adj Base Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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EMPLOYEE DATA

23. Veteran's Preference	24. Tenure	25. Agency Use	26. Veteran's Preference for RIF
<input type="checkbox"/> 1 - None <input type="checkbox"/> 3-10-Point/Disability <input type="checkbox"/> 5-10-Point/Other <input type="checkbox"/> 6 - 10-Point/Compensable/30% <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4-10-Point/Compensable	<input type="checkbox"/> 0-None <input type="checkbox"/> 2-Conditional <input type="checkbox"/> 1-Permanent <input type="checkbox"/> 3-Indefinite	<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-time Hours per Biweekly Pay Period

POSITION DATA

34. Position Occupied	35. FSLA Category	36. Appropriation Code	37. Bargaining Unit Status
<input type="checkbox"/> 1. Competitive Service <input type="checkbox"/> 2. 3. SES General Excepted Service <input type="checkbox"/> 4. SES Career	<input type="checkbox"/> E-Exempt <input type="checkbox"/> N-Nonexempt		
38. Duty Station Code		39. Duty Station (<i>City - County - State or Overseas Location</i>)	
40. Agency Data	41	42	43
44	45. Educational Level	46. Year Degree Attained	47. Academic Discipline
48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisor
	<input type="checkbox"/> 1. USA <input type="checkbox"/> 2. Other		

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

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and the proposed action is in compliance with statutory and regulatory requirements.			Signature	Approval Date	

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
if "YES", please state these facts on a separate sheet and attach to SF52)

YES NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8056 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 8056 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a state agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

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

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