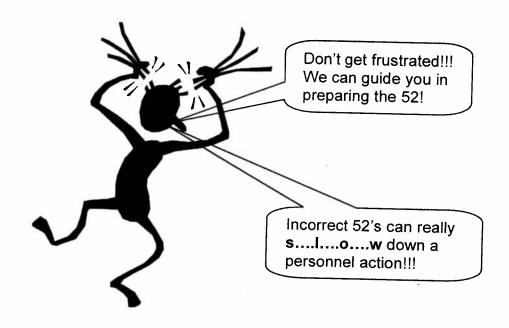


AN SF 52-B (REQUEST FOR PERSONNEL ACTION) PREPARATION GUIDE FOR SUPERVISORS



Overview

PERSONNEL AND POSITION ACTION DEFINITIONS

Recruit/Fill Position

When management has a vacant, established and fully funded position, it is then ready to be filled with an employee. Management submits a written request, SF-52, to the Human Resources Office (HRO). Once the HRO receives this request, the "recruitment" process begins. Once completed, a selection is made and the position is "filled."

Removal

A disciplinary separation action from Federal employment initiated by the agency for misconduct or disqualification, or poor performance when the employee is found to be at fault. Temporary employees may be removed from work due to lack of work or lack of funds. *Misconduct* happens when standards of conduct are broken. Misconduct can lead to disciplinary actions such as oral admonishment, written reprimand, suspension, or removal. Examples may include excessive tardiness, refusal to obey an order, fighting, theft, reporting to work while intoxicated, etc. *Disqualification* means an employee does not meet the conditions of employment, such as failure to pass the physical examination, failure to qualify during the probationary or trail period, or failure to make correct statements on the Federal application/resume.

Leave Without Pay (LWOP)

An approved type of temporary leave in which the employee requests from the supervisor to be placed in a non-pay status. Employees may request LWOP for 80 hours or less by submitting an SF-71, Application for Leave, to the Selecting Official. Requests for LWOP for more than 80 hours must be in writing and made a matter of record in the Official Personnel Folder (OPF) by promptly submitting a SF 52, Request for Personnel Action, to the HRO. Supervisors are responsible for submitting the proper forms to the HRO in accordance with locally established procedures. Supervisors cannot place their employees in a LWOP status if annual or sick leave is available. If an employee has exhausted all of his/her annual or sick leave, the supervisor will still annotate the employee's Time & Attendance Sheet as annual/sick leave, but it will automatically revert to LWOP. Breaks in LWOP for a single period of active duty are not authorized.

Promotion

The change of an employee to a new position with a higher rate of basic pay.

Termination

A non-disciplinary separation action initiated by the agency which results in the employee no longer being employed with the agency due to reasons such as:

- 1. <u>disability</u> due to employee's mental or physical disability
- 2. <u>expiration</u> of a temporary appointment that was for a certain period of time
- 3. <u>military</u> action when an employee enters on active duty or fails to return from a LWOP-MIL leave status
- 4. <u>abandonment</u> where an employee does not report for work within a reasonable period of time (generally 10 calendar days)

Return to Duty

A personnel action, which brings an employee back to a pay status and duty after a continuous period of furlough, suspension, LWOP, or placement into a non-pay status action.

Change to Lower Grade

A personnel action, requested by the employee, which states he/she is willing to be permanently placed in another position at a lower pay grade in which fully qualified to accomplish. For example, a GS-318-05 Secretary requesting a change to a GS-04 in which fully qualified.

Retirement

A personnel action, requested by the employee, ending their Federal employment due to meeting requirements for retirement established by the Federal Government. There are two retirement systems employees may be covered under the Civil Service Retirement System (CSRS) for those hired before 1 January 1984 and the Federal Employees Retirement System (FERS).

Detail

A temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. Details may be granted in increments of 120 days.

Reassignment

The change of an employee from one position to another without promotion or change to lower grade. The reassignment could include any of the following:

- 1. <u>movement to a position in a new occupational series</u>, or to another position in the same series
- 2. <u>assignment to a position that has been redescribed</u> as a result of a position review
- 3. <u>assignment to a position that has been redescribed due to the introduction</u> of a new or revised classification or job grading standard
- 4. **change** where a different salary is the result of different local prevailing wage rates

Death

The passing away of a Federal employee.

Name Change

A personnel action generated at the employee's request due to his/her name changing for such reasons as marriage, divorce, etc.

Resignation

A personnel action, initiated by the employee to the supervisor, ending their employment with the Federal Government. A minimum of two weeks notice is desired, except in those few instances where a severe hardship would be imposed. Should it become necessary for an employee to resign while off the job, a resignation should be submitted to the supervisor by letter, if possible.

Reduction in Force

RIF is a separation of an employee from his competitive level. Federal layoffs do occur occasionally as a result of a decrease in funds appropriated by Congress, reorganization, or a decrease in the amount of work. Large reductions are generally avoided by planning in advance and letting normal attrition take care of surplus employees. However, if early planning does not take care of surplus employees, the Agency has established RIF procedures that must be followed so that layoffs to employees will be treated fairly. RIF's will be handled by the HRO in coordination with ACT.

Position Establishment (also may be a cancel and establish)

Positions may be established or changed in accordance with the basic delegation of authority to an agency to carry out specific functions of the Federal Government, which will assure assigned missions are legally, and properly accomplished. Positions may be established and remain vacant if funds are not available to employ persons who would fill them or if for other reasons it is not considered appropriate or necessary to fill them. Before filling the position, a supervisor should assure him/herself that funds are available for its pay and that the position is properly authorized and classified. It should also be determined that the position is not scheduled to be changed or abolished through reorganization or other management action.

Position Review / Desk Audit

A personnel management specialist from the HRO reviews a position to assure the position description is adequate (duties and responsibilities properly defined) and the classification is proper. Various individuals can request position reviews: a Personnel Management Specialist, a Management Official, or the employee through his/her supervisor or as part of an informal appeal resolution.

Cancellation

Positions which become obsolete because of changes in functions and assignments, organizations, methods and procedures, workload, or funding. Positions, which have remained unfilled for an extended period of time, should be abolished in the interest of good management since they can be reestablished if they are subsequently needed.

Fair Labor Standards Act (FLSA)

FLSA establishes minimum wage, pay provisions, record keeping, and child labor standards affecting millions of full-time and part-time workers in the private sector, and in Federal, State, and local governments. The majority of National Guard positions are covered by the Technician Act as opposed to the Fair Labor Standards Act.

Suspension

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.

Guide to Preparing the SF 52B*, Request for Personnel Action

PART A - Requesting Office:

1. ACTIONS REQUESTED - See Overview for Types and Definitions

Fill in the kind of position and/or personnel action desired; e.g., establish, review, cancel, fill, promote, etc.

2. REQUEST NUMBER

The individual's organization SF 52 tracking/suspense system.

3. FOR ADDITIONAL INFORMATION CALL

Enter the name and telephone number of the immediate supervisor (or requesting official).

4. PROPOSED EFFECTIVE DATE

Date on which action is desired. For resignations, enter date employee selects.

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 or Higher HQ coordination time, etc.

5. ACTION REQUESTED BY

Enter name, title, date and signature of requestor. Often it is same as Block 3.

NOTE: LEAVE BLANK on employee-requested actions.

6. ACTION AUTHORIZED BY

Enter name, title, date, and signature of person authorized to approve the personnel or position action requested.

*See Figure I for a sample blank SF 52B

PART B - For Preparation of SF 50:

1. - 3. NAME/SSN/DATE OF BIRTH

If it is a personnel action, enter this data as shown on the official documents in the supervisor's employee record, i.e., SF50. Complete on all actions affecting employee.

For name change, employee should show present name under this item; show former name under Part D (Remarks).

NOTE: An employee may either use an SF 52 or letter to submit name change.

4. - 6. LEAVE BLANK (FOR HRO USE)

7. & 15. POSITION TITLE & NUMBER

Obtain from the Official Position Description (Titles may also be found on the Full-Time Support Personnel Manning Document - SPMD or Full-Time Unit Manning Document - UMD).

NOTE: Complete left portion (FROM) of SF 52 when requested action moves the employee from the position (e.g., separation, reassignment, promotion, etc.) to another position. Complete right portion (TO) on all other actions.

8. & 16. PAY PLAN

Obtain from the Official Position Description.

9. & 17. OCC. CODE

This is the classification series and can be obtained from the Official Position Description.

10. & 18. GRADE OR LEVEL

Obtain from the Official Position Description.

11. - 13. & 19. - 21. LEAVE BLANK (FOR HRO USE).

14. & 22. NAME & LOCATION OF POSITION'S ORGANIZATION

Enter MACOM installation or comparable level and lower levels as needed to identify the organization. (Abbreviations and symbols may be used if readily understood by all concerned). **NOTE:** Complete left portion (FROM) of the SF 52 when requested action moves the employee from the position (e.g., separation, reassignment, promotion, etc.) to another position. Complete right portion (TO) on all other actions.

23. - 31. LEAVE BLANK (FOR HRO USE).

32. WORK SCHEDULE

Use the appropriate work schedule code for this position and/or employee (e.g., "F" - Fulltime (40 hrs/wk); "P" - Part-time (less than 40 hrs/wk-scheduled); "I" - Intermittent (less than 40 hrs/wk-not scheduled, etc.).

33. - 35. LEAVE BLANK (FOR HRO USE).

36. APPROPRIATION CODE

Enter Functional Account Code (FAC) and Program Element Code (PEC) or Paragraph and Line Number (Para/Line). These data elements are on the Full-Time Support Personnel Manning Document (SPMD), Full-Time Unit Manning Document (UMD) or Table of Distribution and Allowances (TDA) for the work center where position / employee is assigned.

37. & 38. LEAVE BLANK (FOR HRO USE).

39. DUTY STATION

Enter Installation or Activity/city.

40. - 45. LEAVE BLANK (FOR HRO USE).

PART C - Reviews & Approval:

LEAVE BLANK (FOR HRO USE).

PART D - Remarks by Requesting Office: ON REVERSE

Position Sensitivity must be annotated on all SF 52s. Enter sensitivity of the position (Nonsensitive, Noncritical Sensitive, or Critical Sensitive) as shown on the Position Description Cover Page (OF-8). If requesting a change in position sensitivity, indicate "Changes sensitivity from _______ to ______ "NOTE: If establishing a new position, indicate the sensitivity required. Position sensitivity is determined by management and HRO.

If action requested is a detail or a temporary promotion, extension of detail or temporary promotion, establishment of a temporary position, or appointment of a temporary employee to a permanent or temporary position, or when a position is cancelled and a new position is established (cancel and establish) the reason for the action (justification) must be stated in this block.

PART E - Employee Resignation/Retirement: ON REVERSE

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 Personnel Action. **NOTE:** Employee uses 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. & 4. SIGNATURE & DATE

Self explanatory.

5. FORWARDING ADDRESS

Enter the address that the last personnel action and other documentation will be forwarded to.

PART 5 - Remarks for SF 50: ON REVERSE

LEAVE BLANK (FOR HRO USE) — Except in the case of a temporary not to exceed (NTE) appointment where the employee must sign a statement of understanding (time limited).

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

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PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the emp If "YES", please state these facts on a separate sheet and att	loyee's resignation/retirement? tach to SF 52.) YES NO
PART E - Employee Resignation/Retirement	anta a sur mengan seri sama sama seri seri seri sama a seri seri seri seri seri seri seri seri
Privacy A	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.	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.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM 1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in d avoid generalizations. Your resignation/retirement is effective at the en	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.
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	
A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH# F. MAXIMUM GRADE OF THE POSITION G. VICE H. PUHLES (FOR WG POSITION ONLY) Need resume	

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REASON FOR REASSIGNMENT OR CHANGE TO LOWER GF	
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PART E - Employee Resignation/Retirement	
	Act Statement
You are requested to furnish a specific rosses for	
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.	individuals in the Federal service and their records, while section 850 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency connection with administration of unemployment compensation programs.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM	The furnishing of this information is voluntary; however, failure t provide it may result in your not receiving: (1) your copies of thos documents you should have; (2) pay or other compensation due you; an entitled,
 Reasons for Resignation/Retirement (NOTE: Your reasons are used in a avoid generalizations. Your resignation/retirement is effective at the e 	
Efforting Day 10 Av. 90	
2. Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
T. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE C. MTOE LINE & PARAGRAPH# T. MAXIMUM GRADE OF THE POSITION	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE C. MTOE LINE & PARAGRAPH#	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE C. MTOE LINE & PARAGRAPH# T. MAXIMUM GRADE OF THE POSITION E. VICE	5. Forwarding Address (Number, Street, City, State, ZIP Code) DATE
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Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

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(Note to Supervisors: Do you know of additional or conflicting reasons for the emp If "YES", please state these facts on a separate sheet and att	
	tach to SF 52.) YES NO
PART E - Employee Resignation/Retirement	
Privacy A	act Statement
You are requested to furnish a specific reason for	and agencies to issue regulations with record to
retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employeent in the Federal service and may also be used to determine the result in the Federal service	individuals in the Federal service and their records, while section 850 requires agencies to furnish the specific reason for termination
compensation benefits. Your forwarding address will be	
to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	connection with administration of unemployment compensation
This information is requested under authority of sections 301, 3301, and 8506 of title 5 U.S. Code, Sections 301 and 3201 and 3201.	The furnishing of this information is voluntary; however, failure
8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM	documents you should have: (2) pay or other company of those
Reasons for Resignation/Retirement (NOTE: Your reasons are used in dayoid generalizations. Your resignation/retirement is effective at the entire transfer.	entitled.
Effective Date 3. Your Signature 4. Date Signed	5 Consoling A I I
Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH#	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH# F. MAXIMUM GRADE OF THE POSITION G. VICE	5. Forwarding Address (Number, Street, City, State, ZIP Code)
PART F - Remarks for SF 50 A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH# F. MAXIMUM GRADE OF THE POSITION	5. Forwarding Address (Number, Street, City, State, ZIP Code)

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

POSITION H											2. F	lequest Number
3. For Additional In	formation Call //	Name and Tele	ephone Numb	per)			·	· · · · · · · · · · · · · · · · · · ·				
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PART B - For F 1. Name (Last, First	reparation o	f SF 50 <i>(Us</i>	se only co	des in FF	M Suppli	ement 202).1 Šh.	ou all data-				7/11/200
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PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional and the	
(Note to Supervisors: Do you know of additional or conflicting reasons for the emploinf "YES", please state these facts on a separate sheet and attack	yee's resignation/retirement? ch to SF 52.) YES NO
PART E - Employee Resignation/Retirement	
Privacy Act	t 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.	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.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code: Sections 301 and 3301 authorize OPM	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.
 Reasons for Resignation/Retirement (NOTE: Your reasons are used in det avoid generalizations. Your resignation/retirement is effective at the end 	termining possible unemployment bonofits. Dis-
2. Effective Date 3. Your Signature 4. Date Signed 5	. Forwarding Address (Number, Street, City, State, ZIP Code)
	State, Sir Code)
PART F - Remarks for SF 50	
A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT	
C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH# F. MAXIMUM GRADE OF THE POSITION	
G. VICE H. PUHLES (FOR WG POSITION ONLY)	
IF ADVERTISING FOR ON BOARD TECHNICIANS IN THE SHOIF ADVERTISING FOR ANYBODY TO APPLY WILL ADVERTISE	OP OR UNIT CAN ADVERTISE FOR 15 DAYS E FOR 30 DAYS
ANY RESTRICTIONS OR SPECIAL REQUIREMENT PLEASE INI	

Standard Form 52-B Rev. 7/9 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

r Additional Info	rmotion C-4 (M			·							2. Re	quest Nu	ımber
ME, RANK	rmation Call <i>(Name</i> AND PHONE N	IUMBER									4. Pro	posed El	ffective Da
5. Action Requested I	By <i>(Typed Name, Ti</i>	itle, Signatur	e, and Req	uest Date	e)	6. Action	Authoriz	ed By (Typed	Name, Title	. Signati	Ire and C	20011112	0
SUPERVISOR						i		ANAGER	,	, o,g,,att	ne, and C	oncurrenc	ce Date)
PART B For 1. Name (Last, First, A	Preparation of	SF 50 (lse only d	codes in	FPM Sunn	lement 202	1 06	HIMOLK					
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5-E. Code 5-F. Legal	Authority					6-E Coda	651	al Authority					
						O-E. Code	o-r. Leg	al Authority					
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			osic ray	12D. Oth	ier Pay	20A. Basic Pa	зу	20B. Locality A	dj. 20	C. Adj. Ba	sic Pay	20D. Oth	ner Pay
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UNIT						LINITE							
EMPLOYEE DAT	Δ					UNIT							
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8. Duty Station Code			39. Du	ty Station	City Co	unty State or	Overseas	s I ocation I					
D. Agency Data	41.		XXX	XXXXX	XXXXX	XXXX		Location					
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. Educational Level	46. Year Degree At	tained 47.	Academic Di	iscipline	48. Functio	nal Class 4	9. Citizen	ship F	50. Veteran	C+-+			
ADT C Davids		_				<u> </u>	٦	8 - Other	oo. Veteran	is Status	51. Sup	ervisory (Status
ART C - Reviews 1. Office/Function	and Approva	IS (/Vot to s/Signature	o be use	d by re	questing			1	ı		1 1		
		o, o,gnature			Date	Office/Fu	nction		Initials/Sigr	nature		Da	te
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				ĺ	F	F.							
Approval: I certify that the in						F.							

SF 52 (Reverse)

PAŘT	D ·		Remarks	by	Requesting	Office
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(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 seperate sheet and attach to SF 52.)

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Yes	Πи
103	1 118

PART E -- Employee Resignation/Retirement

PRIVACY ACT STATEMENT

You are requested to furnish a specific reason for your resignation or retirement and a regulations with regard to employment of individuals in the Federal service and their forwarding address. Your reason may be considered in any future decision regarding records, while section 8506 requires agencies to furnish the specific reason for your re-employment in the Federal service and may also be used to determine your termination of Federal service to the Secretary or Labor or a State agency in eligibility for unemployment compensation benefits. Your forwarding address will be connection with administration of unemployment compensation programs. used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

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) This information is requested under authority of sections 301, 3301, and 8506 of pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Y resignation/retirement is effective at the end of the day midnight unless you specify otherwise.) 	You
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2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)	
PART 5 Par	marks of to			

PARI 5 -- Remarks for SF 50

- A. MILITARY RANK:
- B. MILITARY UNIT OF ASSIGNMENT
- C. DUTY AFSC/MOS:
- D. MILITARY POSITION
- E. MTOE/ LINE AND PARAGRAPH #
- F. MAXIMUM MILITARY RANK

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

CITUTINGE IO	LOWER GRADE									2. Request Number
3. For Additional I	Information Call (Name and T	elephone Numbe	er)							
NAME, RAN	K, AND PHONE #									4. Proposed Effective Da
Action Requests	ed By (Typed Name, Title, Si	gnature, and Re	quest Date)		6 Action	n Authoria	ad by (Town IA			
SIGNATURE					SIGNA	rr ∧uunonzi .mrrm m	ed by <i>Tryped I</i> V	lame, Title, Sig	nature, ar	nd Concurrence Date)
NAME, TITLE			7/13	1/2008	NAME.	TTTLE				
PART B - For i	Preparation of SF 50 (6 st, Middle)	Use only cod	les in EDA	M Sunnia	mant 201	3 4 04				7/11/2008
	st, Middle)	,	103 111 1 1	n Supple	2. Social	Security N	OW all dates	in month-d	lay-year	order.)
XXXX						000-00		3. Date of		Effective Date
FIRST ACTIO	ON					ND ACT		XX	XX	<u> </u>
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5-C. Code 5-D. Leg	gal Authority				6-C. Code	e 6-D. Lea	al Authority			
5 E Code E E										
5-E. Code 5-F. Leg	al Authority		* ***		6-E. Code	6-F. Lega	al Authority			
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7. FROM: Position	Title and Number		,		15. TO:	Position	itle and Num.	her		
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PD#					PD#	11011	TITE			
8. Pay Plan 9 Occ. Cod	M10.6									
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w sadio i ay	12C.	. Adj. Basic Pay	12D. Othe	er Pay	20A. Basic	Pay	20B. Locality	1 Adj. 20C.	Adi, Basic	Pay 20D. Other Pay
14. Name and Locati	on of Position's Organization		<u> </u>						-,	200. Other Pay
JFHO	on or rosition's Organization				22. Name a	and Location	on of Position's	Organization		
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FORT DIX, N	J 08640									
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○11 # 1					3650 FORT I	SATLOR DIX, N	RS POND R J 08640	OAD.		
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PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting re If "YES", please state these facts on a sep	arate sheet and att	ach to SF 52.)	YES NO
REASON FOR REASSIGNMENT OR CHANGE TO	O LOWER GRA	ADE	·
PART E - Employee Resignation/Retirement			
YOU are requested to furnish and	Privacy A	ct Statement	
You are requested to furnish a specific reason for your retirement and a forwarding address. Your reason may be any future decision regarding your re-employment in the F and may also be used to determine your eligibility for a compensation benefits. Your forwarding address will be to mail you copies of any documents you should have compensation to which you are entitled.	considered in ederal service anemployment	and agencies to issue regulations with regindividuals in the Federal service and their recorequires agencies to furnish the specific reafederal service to the Secretary of Labor connection with administration of unemporograms.	ords, while section 8506 asson for termination of or a State agency in loyment compensation
This information is requested under authority of sections 30 8506 of title 5, U.S. Code. Sections 301 and 3301 authority. 1. Reasons for Resignation/Retirement (NOTE: Your reason avoid generalizations. Your resignation/retirement is effective.)	norize OPM	The furnishing of this information is voluntar provide it may result in your not receiving: (documents you should have; (2) pay or other cor (3) any unemployment compensation benefits entitled.	 f) your copies of those opensation due you; and to which you may be
Effective Date 3. Your Signature			
o. Total Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Co.	de)
PART F - Remarks for SF 50			
A. CURRENT MILITARY RANK B. MILITARY UNIT OF ASSIGNMENT C. DUTY MOS D. MILITARY POSITION TITLE E. MTOE LINE & PARAGRAPH# F. MAXIMUM GRADE OF THE POSITION G. VICE H. PUHLES (FOR WG POSITION ONLY) I CONCUR WITH THIS ASSIGNMENT			
SIGNATURE IF THIS IS MANAGEMENT DIRECTED, INDIVID OF TERMINATION OF EMPLOYMENT.		DATE ONCUR OR WILL BE ISSUED A THIRTY	DAY MOTICE
TO THEM!			WOLLCE

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

7'	nent												2.	Request	t Number
N. ME,	RANK A	rmation Call (/ AND PHON	IE#										4.	Propose	ed Effective Da
5. Action R	equested l	By <i>(Typed Nar</i>	ne, Title, Signa	ature, a	nd Reque	st Date)		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence D							rence Date
SUPERV	ISOR							1	y Manag		,			, coneur	rence Date)
PART E	For	Preparatio	n of SF 50) (Use	only co	des in F	PM Sunr	element 292-							
1. Name (La XXXX	est, First, /	Middle)		•	,		, m cup	2. Social	Security N 000-00-0	umber	3. Date	i y-yea of Birth XXXX	1 [4.	Effective	e Date
FIRST A								į	ND ACT		Λ/		` L		
5-A. Code	ode 5-B. Nature of Action								re of Action	,		-		/ <u>``</u>	
5-C. Code	5-D. Lega	gal Authority						6-C. Code	6-D. Leg	al Authority	·				
5-E. Code	5-F. Legal	egal Authority						6-E. Code	6-F. Lega	I Authority	· · · · · · · · · · · · · · · · · · ·				
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POSITION		i.		1									1	Pay	Period
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8. Duty Static	xcepted Se	rvice 4-	SES Career Rese	rved	20. 5. 4	N - Non	exempt		· · · · · · · · · · · · · · · · · · ·						
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O. Agency Da	ta	41.		42.			43.		44.						······································
5. Educational	Level	46.Year Deg	ree Attained	47. Aca	idemic Dis	cipline	48. Funct	onal Class	49. Citizen	ship	50. Veter	rans St	atus 51.	Supervi	sory Status
PART C -	Review	s and App	rovals (N	ot to i	be used	d by red	questing	office.)	1 - USA	8 - Other					
1. Office/Fi	unction	ļ	Initials/Signa	ture	~~~		Date	Office/F	unction		Initials/S	ignatu	re		Date
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SF 52 (Reverse)

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 seperate sheet and attach to SF 52.)

	r	
Yes		l N

PART E -- Employee Resignation/Retirement

PRIVACY ACT STATEMENT

You are requested to furnish a specific reason for your resignation or retirement and a regulations with regard to employment of individuals in the Federal service and their forwarding address. Your reason may be considered in any future decision regarding records, while section 8506 requires agencies to furnish the specific reason for your re-employment in the Federal service and may also be used to determine your termination of Federal service to the Secretary or Labor or a State agency in eligibility for unemployment compensation benefits. Your forwarding address will be connection with administration of unemployment compensation programs. used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

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) This information is requested under authority of sections 301, 3301, and 8506 of pay or other compensation due you; and (3) any unemployment compensation

	and agencies to issue	benefits to which you may	be entitled.	,
Reason for Resignation/Retirement (NOTE: Your reaso resignation/retirement is effective at the end of the day make the resignation of the resignati	ns are used in determining pos nidnight unless you specify o	ssible unemployment benefits. therwise.)	Please be specific and avoid generalizations. Your	
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address	(Number, Street, City, State, Zip Code)	
PART 5 Remarks for SF 50				
A. MILITARY RANK:				
B. MILITARY UNIT OF ASSIGNMENT:				
C. DUTY MOS:				
D. MILITARY POSITION TITLE:				
E. MTOE: LINE AND PARA #			Control of the Contro	
F. MAXIMUM GRADE				
G. VICE:				
H. SELECTING OFFICIAL				

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

Temporary	Appointmen	at									2. Requ	out Harrist
For Additional In	nformation Call (Na	me and Tel	ephone Nui	mber)	***************************************						1.5	1.54
SFC JOHN I	OE 562-087	71									4. Propos	ed Effective
Action Requeste	d By <i>(Typed Name</i>	e, Title, Sigr	nature, and	Request Dat	te)	6. Action Authorized by (Typed Name, Title, Signature, and Cor						
SIGNATURE						SIGNATURE					ia Concuri	ence Date
COL JAMES D				7/	11/2008	COL S	HAWN P	. KEYES, J	J-1		7/	11/20
PART B - For I	reparation of	SF 50 <i>(U</i>	se only d	odes in F	PM Suppl	lement 29:	2-1 She	IW all dates	in manth d		• ' /	11/20
			•			2. Social	Security N	lumber	3. Date of	ay-year Birth	order.) 4. Effect	ivo Dete
DOE, MICHA							000-00		01/23		4. Effect	ive Date
FIRST ACTIO	N				÷	J	ND ACT		1 01/25	7,00	L	
5-A. Code 5-B. Nat	ure of Action					6-A. Cod	e 6-B. Na	ture of Action	*	-		
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-E. Code 5-F. Leg	al Authority				·	6-E. Code	6-F. Leg	al Authority				
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ca. basic ray	12B. Locality Adj.	12C.	Adj. Basic	Pay 12D. C	ther Pay	20A. Basi		20B. Locality	Adj. 20C.	l Adj. Basio	c Pay (20)	D. Other
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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.)	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 resemployment in the Federal service and their records, while section	ent of
any future decision regarding your re-employment in the Federal service requires agencies to furnish the specific reason for terminal	tion of
compensation benefits. Your forwarding address will be used primarily	nau in
to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	isation
The furnishing of this information is voluntary however fail	ure to
8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM provide it may result in your not receiving: (1) your copies of documents you should have; (2) pay or other compensation due your notation.	those
(3) any unemployment compensation benefits to which you me	ou; and hav be
enutied.	•
 Reasons for Resignation/Represent (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.) 	
of the day - midnight - unless you specify otherwise.)	
2. Effective Date 3. Your Signature 4. Date Signed 15. Fearuration Add 4. Date Signed 15.	
2. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code)	
PART F - Remarks for SF 50	
TART 1 - Remarks for SP 50	
A. CURRENT MILITARY RANK: SGT	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA C. DUTY MOS: 25K	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA C. DUTY MOS: 25K D. MILITARY POSITION TITLE:UNIT ARMORER	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA C. DUTY MOS: 25K D. MILITARY POSITION TITLE:UNIT ARMORER E. MTOE LINE & PARAGRAPH#251 105 F. MAXIMUM GRADE OF THE POSITION: CW3	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA C. DUTY MOS: 25K D. MILITARY POSITION TITLE:UNIT ARMORER E. MTOE LINE & PARAGRAPH#251 105 F. MAXIMUM GRADE OF THE POSITION: CW3 G. VICE: DOE, THOMAS PROMOTED)	
B. MILITARY UNIT OF ASSIGNMENT 1-114FA C. DUTY MOS: 25K D. MILITARY POSITION TITLE:UNIT ARMORER E. MTOE LINE & PARAGRAPH#251 105 F. MAXIMUM GRADE OF THE POSITION: CW3	