

SF-52 Processing Guide

Personnel and Position Action Definitions (for the SF 52B) - Overview

Vacancy Announcement Vice:

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."

Conversion to Excepted Appointment:

When management fills a vacant position with an employee who is either tenure 0 (temp) or tenure 3(indef).

Reassignment

The change of an employee from one position to another without promotion or change to lower grade. Reassignments can be voluntary or management directed (**Management Directed Reassignment**) if the employee non-concurs. In Required Remarks, indicate reason for reassignment.

The reassignment could include any of the following:

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 redescribed as a result of a position review.
3. classification or job grading standard.
4. change where a different salary is the result of different local prevailing wage rates.

Temporary Appointment NTE:

When management has extra MRV Bulk or Lapse Rate funding and the justification to employ technicians. A resume is needed with each SF 52 submitted. If a temporary employee is appointed for a period of time exceeding 89 days, they will not be eligible for Tricare Reserve Select (TRS). They will be eligible for Federal Employee Health Benefits (FEHB).

Extend Temporary Appointment NTE:

When management decides to extend a temporary employee. In Required Remarks, indicate the reason for extension. *If a temporary employee was originally appointed for a period of time not exceeding 89 days, and the extension will take them beyond 89 days, the effective date of their extension starts the 60 day time period they have to sign up for FEHB.

Conversion to Excepted Appointment NTE:

When management decides to reassign a temporary employee from one position to another. Resume required.

Detail NTE:

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. Check local labor agreements and merit promotion plans for specifics.

Detail NTE:

When management wants to extend the detail of an employee. Extensions may be granted in increments of 120 days. In Required Remarks, indicate reason for extension.

Promotion

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

Temporary Promotion NTE:

The change of an employee to a new position with a higher rate of basic pay. An employee can be temporarily promoted for a maximum of 120 days in a twelve (12) month period. If management wants to temporarily promote an employee for a period of time greater than 120 days, the position

will need to be competitively announced. In Required Remarks section, indicate reason for temporary promotion. Include a copy of resume to show employee is qualified for promotion.

Extend Temporary Promotion NTE:

An employee's promotion can be temporarily extended if their original temporary promotion was less than 120 days and the extension will not take them beyond 120 days in a 12 month period.

Change to Lower Grade - Voluntary

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

Adverse Action: When an employee will receive a change to lower grade as a result of Adverse Action. Ensure TPR 752 and union agreement are followed when initiating Adverse Action.

In Required Remarks, indicate reason for change to lower grade.

*Employee may need to be placed in a new Position Description as a result of change to lower grade.

Management Directed Change to Lower Grade

When an employee will receive a change to lower grade as a result of Adverse Action. Ensure TPR 752 and union agreement are followed when initiating Adverse Action.

In Required Remarks, indicate reason for change to lower grade.

*Employee may need to be placed in a new Position Description as a result of change to lower grade.

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* occurs when standards of conduct are broken. Misconduct can lead to disciplinary actions such as oral admonishment, written reprimand, suspension, or removal (See TPR 715 and/or 752). *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 trial period, or failure to make correct statements on the Federal application/resume.

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. expiration of a temporary appointment that was for a certain period of time
2. military – action when an employee enters on active duty or fails to return from a LWOP-MIL leave status.
3. trial/probationary period where an employee does not meet conduct/performance requirements during their trial/probationary period.
4. abandonment where an employee does not report for work within a reasonable period of time (generally 10 calendar days).

Termination FERS Disability Retirement

A separation action initiated by the Agency when an employee will no longer be employed with the Agency due to a disability. In Required Remarks indicate: 1) if employee is taking FEHB into retirement, 2) if employee is taking FEGLI into retirement, and 3) if the survivor benefit is full, partial or none.

Termination FERS Discontinued Service

A separation action initiated by the Agency when an employee will no longer be employed with the Agency due to a not being able to maintain their military status. In Required Remarks indicate if the employee will remain in their civilian position after their military discharge date.

Termination Appt - In

A separation action initiated by the Agency when an employee will move to other Federal

employment without a break in service.

Retirement - Voluntary

A personnel action, requested by the employee, ending his/her Federal employment due to meeting requirements for retirement established by the Federal Government. In Required Remarks indicate if the employee will remain in their civilian position after their military discharge date.

Retirement - ILIA

A personnel action initiated when an employee elects voluntary retirement in lieu of involuntary Separation.

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.

Absent Uniformed Service (AUS)

A personnel action initiated when an employee enters into Active Duty (the 1st day of the start of the military order). *To be in AUS, an employee must not be in a technician pay status. If an employee takes at least 1 hour of leave in a day they are on orders, the employee is not required to be in a AUS status.

Return to Duty

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

Name Change

A personnel action generated at the employee's request due to his/her name changing for such reasons as marriage, divorce, etc. Copy of new Social Security Card is required to be attached to SF 52.

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 or investigation. In Required Remarks section, indicate reason for suspension.

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 or request timecard coding in ATAAPS for non-pay to the supervisor. 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 and the required approval memo, to the HRO. Except for employees performing military active duty, supervisors cannot place their employees in a LWOLWO P status if annual or sick leave is available. (Note: 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. Employee is not required to exhaust all annual and sick leave before using LWOP.) Breaks in LWOP for a single period of active duty are not authorized.

Supervisor Hierarchy Change

A personnel action required when an employee or group of employees need to be assigned to a different or new supervisor. In Required Remarks, indicate 1) Supervisor's name and all employees they will supervise and 2) who the Higher Level Rater (HLR) will be.

CAO/Transfer to the IDNG

A personnel action required when an employee is transferring from another Federal agency to the IDNG.

Key Staff Apointment

A personnel action required when The Adjutant General has decided to non-competitively assign military technicians in order to accommodate either an “overarching military consideration” or a military assignment at the key staff level.