



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 12290.2C  
24/Emp1  
8 February 1982

USNA INSTRUCTION 12290.2C

From: Superintendent

Subj: Standard Form 52, Request for Personnel Action; use of

Ref: (a) Federal Personnel Manual Chapter 295, Subchapter 5  
(b) Federal Personnel Manual Supplement 296-33

(A)

Encl: (1) Instructions for Standard Form 52 (SF-52)  
(2) SF-52

(R)  
(R)

1. Purpose. To provide information on the procedures concerning request for personnel action.

2. Cancellation. USNA Instruction 12290.2B

3. Background. Reference (a) requires management to utilize the SF-52, Request for Personnel Action, in originating requests for personnel actions concerning an employee, a position or both. It is essential that management notify the Civilian Personnel Department promptly, through the use of this form, of any action affecting employees or positions.

(R)  
(D)

4. Information. Over the years, agencies and the Office of Personnel Management have identified problems with personnel action processing and documentation procedures. As a step towards resolving some of those problems, changes to the procedures for processing and documenting personnel actions were developed. The changes are reflected in the recent issuance of reference (b). Enclosures (1) and (2) have been revised in accordance with reference (b). Beginning 1 January 1982, Federal agencies must begin using the new forms and the old ones will become obsolete.

(R)  
(A)

5. Action. All managers and supervisors of civilian employees are responsible for submitting an SF-52, Request for Personnel Action, to the Civilian Personnel Department as far in advance as possible. Personnel actions involving any type of separation shall be forwarded to Civilian Personnel at least two weeks prior to the effective date, time permitting. In accordance with reference (a), management will initiate an SF-52, Request for Personnel Action on the following:

a. Position Actions:

- (1) Establishment of a new position.
- (2) Reclassification of an existing position.
- (3) Movement of a position from one organization to another.
- (4) Cancellation of a position.
- (5) Recruitment.

b. Employee Actions:

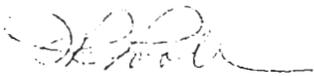
- (1) Appointment or reinstatement of an individual.
- (2) Promotion, change to lower grade, reassignment, conversion or transfer of an employee.
- (3) Recording details in excess of 30 days.
- (4) Terminations/separations.
- (5) Extension of appointments.
- (6) Resignation.

c. Dual Actions:

- (1) Establishment and filling of a position.
- (2) Promotion of an employee to a different position and cancellation of the position the employee vacated.

The actions listed above are not all inclusive, merely illustrative of the most common personnel actions. Should you have any questions or require assistance completing these new forms, contact the Employment Division, Civilian Personnel Department. These procedures are effective upon receipt of this instruction.

6. Forms. Supplies of SF-52's may be ordered through the supply system R) using stock No. 7540-01-109-8814. Unit of issue is HD.

  
J. R. POOLE  
Deputy for Operations

Distribution:  
AA(plus 50 to CPD)

STANDARD FORM 52, REQUEST FOR PERSONNEL ACTION INSTRUCTIONS

The Standard Form 52 was devised for the use of operating personnel in requesting a variety of personnel actions. It should be initiated by the line supervisor who recognizes the need for the action, approved by the cost center head or principle deputy/assistant and submitted via the position management officer (Deputy for Management) to the Civilian Personnel Department with any required attachments.

While SF-52's may be used for requesting various types of personnel/position actions, there are some where it is not used, such as disciplinary actions, i.e., suspension.

A single SF-52 may be used to cover an action that is dual in nature.

The following table contains guides for the preparation of Standard Form 52's by operating offices.

SF-52 Item	Instructions
<b>PART I</b>	
A. For Agency Use	May be used by operating officials to number personnel action requests consecutively and indicate date of request for control purposes.
B. For Additional Information Call:	Enter the name and telephone extension of the person most familiar with the action requested, who can furnish the personnel office with additional information if required.
C. Personnel Action Requested	Fill in the kind of personnel action desired - appointment, reinstatement, promotion, reassignment, leave without pay (exceeding 30 days), return to duty (from LWOP), detail (31 days or more), reduction in force, removal, resignation, etc. Leave blank if position action only is being requested.
D. Proposed Effective Date	Enter the date the action is desired to be effective. For accessions use desired entry on duty date; for promotions, reassignments or changes to lower grade use beginning date of a future pay period (or date determined under USNA policy); for separation actions show the last date the employee is expected to be on the rolls.
E. Requested By	Enter the signature and title of the person requesting the action. If the requesting official is also the approving official, this item may be left blank. This item will also be blank when the action is a resignation.
F. Position Action Requested	Fill in the kind of position action desired - establish, review, cancel, etc. Leave blank for employee actions.
G. Proposed Effective Date	Enter the date the action is desired to be effective or ASAP.
H. Approved By	Enter the signature and title of the person authorized to approve the action requested. This will ordinarily be the cost center head or principle deputy/assistant.
I. Remarks By Requesting Office	Enter additional information necessary to explain the action and the completed items; for example: <ul style="list-style-type: none"> <li>- Special conditions of employment</li> <li>- Limitations on length of employment</li> <li>- Information about the position to be filled</li> <li>- Reason for detail or temporary promotion</li> <li>- Justification for temporary position or appointment</li> </ul>
<p>NOTE: A temporary promotion will also have the following statement typed in Part II #37: "I have been informed of the reasons for this temporary promotion. I understand that I may be returned to my previous position prior to ____ (insert # of days, i. e., 60 days or 120 days) if conditions warrant." This statement will be signed and dated by the employee who is being temporarily promoted.</p>	
<b>PART II</b>	
1. Name	Enter name as it appears on official records when the action is being requested in the name of an employee. Leave blank when action does not apply to an employee.
2. Social Security Number	Complete when item #1 is completed.
3. Position Sensitivity	Complete on all SF-52's.
4. Date of Birth	Complete when item #1 is completed.
5. through 16.	These items will be completed by the Civilian Personnel Department.
17. (Reserved for OPM Use)	Leave blank.
18A. through 19C.	These items will be completed by the Civilian Personnel Department.

20. through 26.	FROM Area - Fill in for separations and placements of employees in nonpay status. May be filled in when information is available in: - Appointment or transfer of an employee from another agency or change of an employee from another employing office of the agency. - A change of an employee's position title, position number, series, grade, pay, organizational designation, or geographic location. Complete the items in accordance with the specific instructions for items 20 through 30 below.
27. through 30.	TO Area - Fill in for all personnel actions, except separations and change actions which place an employee in a nonpay status. Complete the items in accordance with the specific instructions for items 20 through 30 below.
20. and 27. Position Title and Number	Enter the position title and the job number as stated on the official position description (Optional Form 8), if the position has been established. If request is for establishment of a new position, enter the type of position recommended.
21. and 28. Name and Location of Employing Office	Enter sufficient information to properly locate the position, e.g., Deputy for Operations, Civilian Personnel Department, Employment Division, (MFD), U. S. Naval Academy, Annapolis, MD.
22. and 29. Pay Plan and Occupation Code	Enter the pay plan code and the occupation code number for the position; for example, "GS-204", "WG-5823".
23. and 30. Grade or Level	Enter the grade level of the position if a grade or level is assigned to the position. If none, leave blank.
24. Step or Rate	Complete this item when item #20 is completed.
25. Salary	Complete this item when item #24 is completed.
26. Pay Basis	Complete this item when item #25 is completed. Use "PB" or "PA".
31. through 33.	These items will be completed by the Civilian Personnel Department.
34. Duty Station	Complete on all requests. Entry will always be Annapolis, Anne Arundel, Maryland.
35. Position Occupied	This item will be completed by the Civilian Personnel Department.
36. Appropriation Code	This item will normally be completed by the Civilian Personnel Department, however, if the employee is to be paid from research funds, the operating official should enter this information.
37. Remarks	This item will be completed by the Civilian Personnel Department.
38. Approval	This item will be completed by the Civilian Personnel Department.
39. FPMIS Data (A thru Q)	These items will be completed by the Civilian Personnel Department.
PART III	
Clearances	This entire section will be completed by Position Management and Civilian Personnel Departments.
PART IV	
A. through D. Resignation	These items are usually completed by an employee when resigning; however, a resignation may be submitted by letter. If the employee leaves to accept employment in another agency, resignation is not required and should not be encouraged. A resignation is an action initiated by the employee, and the supervisor or management representative will not sign item #E in Part I.
E. Forwarding Address	Complete this item on all separation actions.

**REQUEST FOR PERSONNEL ACTION**

Part I - Requesting Office - Also, complete Part II, Items 1 and 20-34 as necessary.

A. For Agency Use (Blank)		B. For Additional Information Call: (Name and Telephone Number) (Requesting Official) (RO)	
C. Personnel Action Requested (RO)	D. Proposed Effective Date (RO)	E. Requested By (Signature, Title, and Date) (RO)	
F. Position Action Requested (RO)	G. Proposed Effective Date (RO)	H. Approved By (Signature, Title, and Date) (RO)	
I. Remarks By Requesting Office (Note Supervisors: If action requested is employee resignation and if you know of additional or conflicting reasons for the resignation, please state those facts on a separate sheet and attach to SF 52.) (RO)			

Part II - For Preparation Of SF 50

1. Name (Last, First, Middle) (RO/Civilian Personnel Department) (CPD)				2. SSN (RO/CPD)		3. Position Sensitivity (Spt.) (RO)		4. Date of Birth (RO/CPD)											
5. Veteran Preference 1-None (CPD) 3-10 Pt. Disab. 5-10 Pt. Other 2-5 Pt. 4-10 Pt. Comp. 6-10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) (CPD)		7. Tenure (CPD)		8. Retirement 1-CS 3- 5-Other 2-FICA 4- 6-CS Spot											
9. FEGLI (CPD)				10. FLSA E-Exempt N-Nonexempt (CPD)		11. Sex (CPD)		12. Citizenship 1-US 6-Other 2-FICA 4- ( )											
14. Effective Date (CPD)		15. Annuitant Indicator 1. Reempl. Ann. CS 3. RETM 5. RETM & CS 2. RETO 4. RETO & CS 6. Not Applicable			16. Work Schedule F-Full-time P-Part-time I-Intermittent (CPD)		17. (Reserved For OPM) ( )		18. (Reserved For OPM) ( )										
18-A. NOAC (CPD)		18-B. Nature of Action (CPD)			19-A. NOAC (CPD)		19-B. Nature of Action (CPD)												
18-C. Auth Code (CPD)		18-D. Authority (CPD)			19-C. Auth Code (CPD)		19-D. Authority (CPD)												
18-E. Auth Code (CPD)		18-F. Authority (CPD)			19-E. Auth Code (CPD)		19-F. Authority (CPD)												
20. ROM: Position Title and Number (RO/CPD)					27. TO: Position Title and Number (RO/CPD)														
21. Name and Location of Employing Office (RO/CPD)					28. Name and Location of Employing Office (RO/CPD)														
22. Pay Plan & Occupational Code (RO/CPD)		23. Grade or Level (RO/CPD)		24. Step or Rate (RO/CPD)		25. Salary (RO/CPD)		26. Pay Basis (RO/CPD)		29. Pay Plan & Occupational Code (RO/CPD)		30. Grade or Level (RO/CPD)		31. Step or Rate (RO/CPD)		32. Salary (RO/CPD)		33. Pay Basis (RO/CPD)	
34. Duty Station (RO)					35. Position Occupied 1-Competitive 3-SES General 2-Exempt 4-SES Career Reserved (CPD)					36. Appropriation Code (Optional) (RO/CPD)									
37. Remarks (CPD)																			

8 February 1982

SF 87 (Rev)

Part II -

38. Approv

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Accuracy of the information entered on this form and that the proposed action is in statutory and regulatory requirements. ts (D)	33. FPMIS Data				
	A. Step # Example Ind. (CPD)	B. VEV Ind. (CPD)	C. PRD (CPD)	D. Long Term Status (CPD)	E. F. - used Cases (CPD)
	F. Ed. Level (CPD)	G. Year Degree Awarded (CPD)	H. Academic Discipline (CPD)	I. Agency Code (CPD)	
	J. Location Code (CPD)			K. SON (CPD)	
		N. (CPD)	O. (CPD)	P. (CPD)	Q. (CPD)

Part III -

A. Office/

1.

2. Ceiling

3. Classif

4. Floor

B.

Part IV

39. Remarks	40. Initial/Signature	41. Date	42. Position Classification Action	
			Identical Additional	New
			Vice	Regraded
43. Remarks (NOTE: Use form 37 see reverse for SF 60 Remarks.) Qualification Standard:				
44. Employment				

45. Resignation

Privacy Act Statement

You are advised to furnish a specific reason for your resignation and a forwarding address. Your forwarding address for re-employment compensation benefits. Your forwarding address will be primarily used to mail you copies of any documents you should have or any pay or compensation you are entitled to.

with regard to employment of individuals in the Federal service and their records, while section 8503 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) any other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

Information is requested under authority of sections 301, 3301, and 8503 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

A. Reason for Resignation (NOTE: Please give specific reasons for your resignation. Avoid generalized reasons.)

(Employee or RO/CPD for employee)

B. Effect	46. Reason for Resignation	C. Employee's Signature  (Employee signs)	D. Date Signed
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Address (Number, Street, City, State, and Zip Code)

(Employee or RO/CPD for employee)