

**COLORADO NATIONAL GUARD HUMAN RESOURCES OFFICE**

**Supervisor's Temporary Technician SF52 Fill Request Checklist**

**REQUIRED:** You must complete and submit the following checklist with your SF 52 temporary technician fill request. Initial each line to validate the applicant's information.

<b>Supervisor's Initials</b>	<b>Required Information</b>	<b>Your Response</b>
	Title of the position	
	Applicant's last name, first name, middle initial	
	Applicant's military rank / grade	
	Applicant's Social Security Number	
	Applicant's Date of Birth	
	Applicant's phone number(s)	Day: Evening:
	Applicant's work phone number	
	Applicant's email address (.mil or .com)	
	Applicant's unit of assignment	
	Applicant's MOS / AFSC	
	Complete Part A blocks 1,3-6 of SF 52	<b><u>Ensure to annotate in</u></b> block 1: Type of Fill (Temp, Indef, Perm) and VICE: (Name or New); block 3: Name & Phone #s; blocks 5 & 6: Name, Signature, Phone #s
	Complete Part B blocks 1-3 of SF 52	<b><u>Ensure</u></b> they are <b>Actual</b> (no nicknames) and <b>Accurate</b>
	COANG Only	The Wing Commander has signed the SF 52
		The Finance Manager has signed the SF 52
	HRO Use Only	Staff name:
		Staff signature:
		Received at WEB: Yes / No

**Point of Contact**

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