

INSTRUCTIONS FOR PREPARATION OF SF 52

Part A - Requesting Office Instructions Block:

1. Action Requested:

Nature of request - Appointment, LWOP, Promotion, Reassignment, Resignation, Detail, etc. (this block is completed only when the requested action pertains to an individual) (See Note 1)

The dropdown box contains a list of the most commonly used personnel actions. If your personnel action isn't listed, you can manually enter it

2. Request Number:

Leave Blank

3. For Additional Information Call:

Name and telephone number of person who can provide information or who will be listed as the "POC" on an announcement if the SF-52 is a vacancy request.

4. Proposed Effective Date:

Enter date on which action is desired (routine personnel actions cannot be back dated). Use mm/dd/yyyy format

For: Promotions and Reassignments, use the first day of the next pay period. (see note 2)

For: Separations, show the last date the technician will be on the rolls

For: Vacancy Announcement Requests - Leave Blank

5. Action Request by (Signature, Title, Date)

Enter the name of the supervisor initiating the action.

An individual requesting LWOP, Resignation, or Vol. Reassignment will also sign here. First-Line Supervisor will initiate all other actions.

6. Action Authorized by (Signature, Title, Date)

Enter the name of the AO/Directorate

Part B - For Preparation of SF-50

1. **Name:** When applicable (Blocks 1, 2 & 3 are not required for Fill Requests)
2. **SSN:** When applicable
3. **Date of Birth:** When applicable. Use mm/dd/yyyy format, i.e. 04/22/2015
4. **Effective Date:** Leave Blank (for HRO use)
5. **5-A. through 6-F:** Leave Blank (for HRO use)

7. From: Position Title & PD Number:

Use for:

- a. separations;
- b. employee is changing positions, locations, etc.;
- c. Temp Promotion, Management Directed Reassignment (MDR), Reclassification, etc.;
- d. actions that place employee in a non-pay status.

****Get this information from the Position Description****

8. through 11:

Use when applicable

Show pay plan (GS, WG, WS, etc) and occupational series (0201, 2181, etc) shown on the Position Description (PD)

12. through 13:

Leave Blank

14. Name and Location of Position's Organization

Unit Name
City, State

Pos#: For Army: Enter the Para/Line # the technician is moving from
For Air: Enter the OSC, FAC and UMD Position # the technician is moving from

****Get this information from the FTMD****

15. To: Position Title & PD Number:

Complete on all actions except separations and actions that place employee in a non-pay status. Also indicate here if you want the position to be developmental for a targeted grade (i.e. 09/11)

16.& 17. Pay Plan & Occupational Code:

Enter pay plan and occupational series shown on the official position description.

18. Grade or Level:

Complete on all actions except separations and actions that place employee in a non-pay status.

19. through 21:

Leave Blank

22. Name and Location of Position's Organization

Unit Name
City, State

Pos#: For Army: Enter the Para/Line # the technician is moving from
For Air: Enter the OSC, FAC and UMD Position # the technician is moving from

****Get this information from the FTMD****

23. through 38.

Leave Blank

39. Duty Station:

Enter location of Technician's official duty station - city and state.

40. through 51.

Leave Blank.

PART C—Reviews and Approval

- A. Completed by:
- B. Army-Cmd Admin Officer
- C. Air-Air Commanders

1A through F

Leave Blank

Part D – Remarks by Requesting Office

This block is used to define the advertising requirements of position fills

Must indicate authorized military compatibility data as appropriate (show Unit, UIC, AFSC/MOS, Military Position title and number, Military grade, etc. Add any additional information that will help to clarify your request.

Must indicate whether position is permanent, indefinite or temporary, who is eligible to apply (enlisted, officers, etc.), and how the position will be advertised (area of consideration)

Part E – Employee Resignations/Retirement

Complete and sign as applicable

Part F - Remarks for SF 50

(as necessary)

Note 1: On new appointment, if the Technician has prior active military service, a copy of all DD Form 214s must accompany appointment SF 52.

Note 2: SF 52s are to be received by the HRO 10 workdays prior to the requested effective date.