



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Guidelines for Completion and Use of Standard Form 52, "Request for Personnel Action"

SEP 13 2006

### Instruction 1417

(CHR)

#### ABSTRACT

This Instruction provides policy and guidance regarding the completion, approval and processing of Requests for Personnel Action (SF-52).

#### **A. Reissuance and Purpose.**

This reissues USUHS Instruction No. 1417 and implements FPM Supplement 296-33. It establishes procedures and guidelines for initiating and requesting civilian personnel actions.

**B. References.** References for this Instruction are in Enclosure 1.

**C. Applicability.** The provisions of this Instruction apply to all USUHS departments and activities.

#### **D. Policy.**

1. All requests for personnel actions will be made by the Requesting Official on Standard Form 52 (SF-52 Revision Date 9/88), "Request for Personnel Action," in accordance with the procedures outlined in reference (b).

2. Departments/Activities will forward completed, approved, and dated SF-52s to the Civilian Human Resources Management Directorate (CHR).

3. CHR will track all Requests for Personnel Action through the Financial Management Directorate (FMG) and Research Administration (REA) review and approval process and through appropriate CHR divisions.

4. When the request action is processed, CHR will prepare and forward the Employee Copy of the Standard Form 50 (SF-50), "Notification of Personnel Action" and other documents used to effect the action to the supervisor for delivery to the employee.

5. SF-52s which cannot be processed for any reason (such as a lack of funds or ineligibility) will be returned to the requesting department/activity immediately upon such determination with a full explanation for the return without action of the request.

#### **E. Responsibilities.**

1. The Staff of the Requesting Department/Activity shall:

- a. Prepare and submit SF-52s through the department chairperson/activity head for all requested personnel actions.
- b. Provide authorization information for each action requested.
- c. Provide supporting documentation at the time of submission for all actions requested.
- d. Inform employees of the final action taken and provide official documentation of completed actions to the employee.

2. The Staff of CHR shall:

- a. Provide advice to Departments/activities in the preparation of SF-52s, as requested.
- b. Maintain a log system to track all SF-52s submitted for approval and processing.
- c. Process all approved SF-52s

when CHR determines that all legal and regulatory requirements are met.

- d. Return all official documents to the requesting activity.

3. The Staff of REA shall review all SF-52s for positions funded by grants and extramural funds to ensure that the personnel funds are available.

4. The Staff of FMG shall:

- a. Ensure that adequate grant, extramural, or department/activity funds are available for personnel costs.
- b. Verify that a manpower authorization or over strength authorization is approved for each requested department/activity position. Assign a billet number for grant and extramural funded positions.

**F. Procedures.** Procedures are contained in Enclosure 2.



Charles L. Rice, M.D.  
President

Enclosures

1. References
2. Procedures
3. USUHS Unique Remarks

**REFERENCES**

- (a) USUHS Instruction No. 1417,  
Guidelines for Use of Standard Form  
52, "Request for Personnel Action,"  
May 25, 1993 (hereby cancelled)
- (b) Federal Personnel Manual  
Supplement 296-33, "The Guide to  
Processing Personnel Actions"

## PROCEDURES

### 1. Part A. Requesting Office

a. An SF-52 must be submitted for each personnel action requested.

b. When the action requested is for recruitment, promotion, classification of a new position, classification review of an established position or reassignment, a copy of the position description or a draft position description will be forwarded by the Department/Activity with the SF-52.

c. Item 1 – Action Requested.  
Show the action requested, e.g., appointment, recruitment, promotion, reassignment, resignation, leave without pay, etc.

d. Item 2 – Request Number.  
Provide Department/Activity Log Number preceded by the department three-letter abbreviation, the appropriate fiscal year followed by a three digit sequential number (i.e., MED-92-001). See the list of approved department abbreviations as listed in the USUHS Telephone Directory.

e. Item 3 – Additional Information.  
Enter the name and telephone number of the person who can furnish additional information, if required.

f. Item 4 – Proposed Effective Date.  
Enter the date the requesting office wants the action completed.

**NOTE:** The CHR will be unable to meet the effective date entered unless required approvals are granted and sufficient processing time (normally a minimum of two weeks) is available prior to the proposed effective date.

When new reclassification or advertisement of a position is required,

processing time by CHR will be extended.

g. Item 5 – Action Requested By.  
Enter the name, title, signature, and date of the person requesting the action. Normally, this will be the immediate supervisor.

h. Item 6 – Action Approved By.  
Enter the name, title, signature, and date of the person approving the action. Normally, this will be the Department Chairperson, the Department Head, or the Activity Head.

### 2. Part B. For Preparation of SF-50

a. Item 1 – Name. Enter the employee's full official name if position is occupied. If the action is for recruitment, the CHR, Civilian Employment Division (CED) will complete.

b. Item 2 – Social Security Number (SSN). Enter employee's SSN if position is occupied. If the action is for recruitment, CHR, CED will complete.

c. Items 3 through 6-E. Will be completed by CHR, CED or Workforce Relations (WFR) staff.

d. Items 7 through 14. Enter current position/employee information. Leave blank for recruit actions. Information will be filled in by CED, CHR staff prior to appointment of selectee.

e. Items 15 through 19. Enter Position Title, Position Description Number, Pay Plan (AD, ES, GM, GS, GW, WG, WL), Occupational Code (Series), Grade, and Step. If the position is AD, Items 18 and 19 will be "00". If the position is GM, item 19 will be "00". If the position is ES, item 18 will be "00" and item 19 will be appropriate SES pay rate (01, 02, 03, 04, 05, or 06).

If a new position is to be established, leave blank. These items will be completed by the CHR, Position Management and Classification (PMC) staff.

f. Item 20 – Salary/ Award.

Complete for faculty pay adjustments. Leave blank for other actions. CHR, CED will complete. For faculty pay adjustments and promotions include specific categories and amounts that comprise total pay. Include total amount of base pay plus special pay in this block. Base Pay and Special Pay information should be entered in “Part D. Remarks by Requesting Office” using one of the following:

- (1) “Total compensation in block 20 includes:”.
- (2) “Base pay of amount”.
- (3) “Physician’s Comparability Allowance of amount”.
- (4) “Retention Allowance (Administrative) of amount”.
- (5) “Retention Allowance (Special Qualifications) of amount”.
- (6) “Special Allowance(s) not to exceed date”.

Such pay adjustments must be supported by narrative justifications explaining the rationale for the pay adjustments except for standard annual pay adjustments. Award recommendations must be supported by appropriate narrative justifications.

g. Item 21 – Pay Basis. Enter basis of pay, i.e. Per Annum (PA), Per Hour (PH), etc.

h. Item 22 – Name and Location of Position’s Organization. Enter organization’s name. For example: DoD, USUHS, Hébert School of Medicine, Department of Medicine, Nephrology Division, Bethesda, Maryland.

i. Items 23 through 31. Leave blank. These items will be completed by the CHR, CED or WFR staff.

j. Item 32 – Work Schedule. Enter appropriate code for work schedule, i.e., F (Full-time), P (Part-time), or I (Intermittent).

k. Item 33 – Part-time Hours. If work schedule is part-time, enter number of hours employee will work per bi-weekly pay period in item. List specific days and hours employee will work in Part D on the back of the form. A new SF-52 must be submitted each time official hours change.

l. Items 34 and 35. Leave blank. The items will be completed by CHR, PMC.

m. Item 36 – Appropriation Code. Enter Cost Center Code from which employee will be paid.

**NOTE:** When salary costs will be paid with grant funds, please include date the grant is currently scheduled to expire. CHR will forward the SF-52 to REA for verification.

n. Items 37 and 38. Leave blank. These items will be completed by the CHR, PMC, and CED.

o. Item 39 – Duty Station (City, County, State, or Overseas Location). Enter city and state of actual work location if other than USUHS/ NNMC (i.e., WRAMC, Washington, D.C.).

p. Items 40 through 51. Leave blank. When required, this information will be entered by the CHR staff as follows: Items 40, 41, 42, 43, 48 and 51 will be completed by the CHR, PMC staff. These blocks are reserved for agency use, and are used to record information on the competitive level for Reduction-in-Force. Supervisory status and other data determined as part of the position

classification process. Items 45, 46, 47, 49 and 50 will be completed by the CED staff. These blocks are used to enter remarks required for the action being taken, benefits entitlement information required by the Office of Personnel Management (item 45); identification of the employing Department or Agency (item 46); the code identifying USUHS as a DoD Agency (item 47); the approval date of the action (item 49); and the signature of the Approving Official (item 50).

### **3. Part C. Reviews and Approvals**

#### **a. Section 1. Reviews.**

(1) **Block A. REA.** The REA will initial and date Block A when the position is supported by grant or extramural funds. The REA approval documents that a grant or funding agreement has been established through which salary and benefits will be paid, and the Not-to-Exceed date does not exceed the current period for which that grant is available.

(2) **Block B. FMG.** The FMG will initial and date Block B to certify that there is an approved manpower authorization or overstrength authorization, or that a billet number has been assigned if the position is funded by grant or extramural funds; and that sufficient funding is available for payment of proposed salary and benefits through the term of the appointment.

(3) **Block C. CHR, PMC.** The PMC Specialist will initial and date Block C to certify that an accurate position description has been submitted and classified for the position.

(4) **Block D. CED.** The CED specialist who processes the action will initial and date Block D to certify that all employment, appointment, and pay information is accurate and that the

effective date is after the date the SF-52 is approved by management.

(5) **Block E. WFR.** The WFR specialist will initial and date any action which they are involved with in Block E to certify that all relevant information is accurate and in compliance with appropriate statutes and regulations.

(6) **Block F. Training.** The training specialist will initial and date any action which requires training plans. Such actions include intern, co-op, Veterans Reemployment Act (VRA) and other similar appointments, or competitive details to positions which provide training at a higher grade and which give the detailee advantages over other candidates for future promotion potential.

b. **Section 2. Approval.** The CED or WFR will sign and date to certify that the information included on the SF-52 is accurate and that the proposed action meets statutory and regulatory requirements.

### **4. Part D. Remarks by Requesting Office.**

Use this space to forward any information you consider pertinent to the action requested. For example, if the action is a change in work schedule from full-time to part-time, list the days and hours the employee will work.

### **5. Part E. Employee Resignation/Retirement.**

This part must be completed when an employee resigns or retires. Information in this part must include the employee's reason for resignation or retirement, the effective date, the employee's signature, the date of that signature and the employee's forwarding address.

**6. Part F. Remarks for SF-50.** The CHR will complete this using remarks in Enclosure 3.

### USUHS UNIQUE REMARKS

Total Compensation in block 20 includes:

This action terminates:

or

This action continues:

Base pay of (amount).

and

Physician's Comparability Allowance of (amount).

and/or

Retention Allowance (Administration) of (amount).

and/or

Retention Allowance (Special Qualifications) of (amount).

Special Allowance(s) not to exceed (date).

Lump sum annual leave will not be transferred or paid upon departure from USUHS.

Appointment is non-tenured but in the tenure track under the USUHS faculty tenure system.

Appointment is non-tenured and non-tenure track under the USUHS faculty tenure system.

Position has non-competitive promotion potential to (pay plan, series, and grade).

Annual and sick leave will be accrued in accordance with the compensation plan for faculty of USUHS as approved by the Secretary of Defense.

Employee carries visa under Immigration and Naturalization Act and

is excluded from coverage under Social Security Program.

As a non-immigrant visa holder (J-1 or H-1 Visa), employee is subject to any state income taxes applicable in the state of residence while in the United States.

As a non-immigrant visa holder (J-1 or H-1 Visa), employee is exempt from Federal Income Tax for \_\_\_ years in accordance with the tax treaty agreement between the United States and (country of citizenship). Tax-exempt period begins date. The stated period of exemption is contingent on continuation of the treaty without change in the allowed period of exemption.

Timekeeper Code: (code).

Employee is to suffer no loss of or reduction in pay, leave, credit for time or service, or performance or efficiency rating.

Other retirement is TIAA/CREF or Fidelity (10% Agency Contribution; 5% Employee Deduction). Also subject to FICA.

Eligible for TIAA Group Disability Insurance (effective date).

Annual leave for postdoctoral fellows will be accrued at a rate of 6 hours per pay period in accordance with the compensation plan as approved by the Secretary of Defense