



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-HRO

30 October 2012
HRO 12-02

MEMORANDUM FOR Each Director and Commander, Maine National Guard

SUBJECT: Effective Dates for SF 52's, Request for Technician Personnel Action

1. Unless sooner rescinded or superseded, this policy will expire 30 October 2014.
2. The Maine National Guard, Human Resources Office (HRO) strives to provide the best assistance and comply with law and regulation. Technician personnel action rules are specific. Most personnel actions cannot be effective prior to Appointing Officer approval. The Appointing Officers for the Maine National Guard are The Adjutant General and the Human Resources Officer.
3. To comply with law and regulation, requests for Technician personnel actions (SF-52's) must be received in the HRO (Augusta) one week prior to the requested effective date. It is highly suggested to use the beginning of a Technician pay period as the requested effective date for most personnel actions. A retirement, resignation, separation, Absent Uniformed Service (LWOP), return to duty, change to lower grade, and change in work schedule, does not require prior Appointing Officer approval. The effective dates of these actions are unique and handled on a case by case basis.
4. The requested effective date on the SF-52 is just that, "requested". If the SF-52 is late or there are administrative issues, the effective date may be different than requested. When this happens, the supervisor will be notified.

FOR THE ADJUTANT GENERAL:


MICHAEL R. MCLAUGHLIN
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Human Resources Officer