

**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Forces Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033**

HRO

19 February 2009

MEMORANDUM FOR All MENG Supervisors of Technicians

SUBJECT: Letter of Instruction for Preparation of SF-52 (Request for Personnel Action)

1. Reference US Office of Personnel Management Operating Manual: The Guide to Processing Personnel Actions, dated 23 December 2007.
2. This letter provides instruction on the preparation of the SF-52, "Request for Personnel Action". Supervisors and managers will use the SF-52 to request actions such as the advertisement of a position, appointments or promotions. Employees will use the form to notify the Human Resources Office (HRO) of their resignation, retirement, request for Leave Without Pay (LWOP), Return to Duty (RTD), or name change.
3. We recommend the use of the electronic SF-52. It is available on our web site at: <http://www.me.ngb.army.mil/dhr/FORMS/DEFAULT.htm> Forward the SF-52 through your chain of command. The e-mail address for SF-52s coming to the HRO is hrotech@me.ngb.army.mil. HRO will use the e-mail as proof of coordination and approval from the chain of command.
 - a. Army National Guard requests will be forwarded by chain of command to HRO.
 - b. Air National Guard. Requests from the 101st ARW must be forwarded through the Wing Commander or Vice Wing Commander and the HRO Remote Designee at the 101st MPF. Requests from the 265th CBCS, 243rd EIS and HQ ANG must be forwarded through the Air National Guard Director of Staff.
4. If you have any questions, the point of contact is HR Staffing Specialist, Com (207)626-4281 or DSN 626-4281.

FOR THE HUMAN RESOURCES OFFICER:

//S//
ALAN TIBBETTS
LTC, EN, MEARNG
Deputy Human Resource Officer

Fill in only the Parts and blocks listed below

Block #	<u>INSTRUCTIONS FOR PREPARATION OF SF-52</u>
	PART A
1. Action Requested	Enter action requested (i.e., advertise position, appointment, promotion, reassignment, LWOP, resignation, termination, retirement, etc.). For temporary actions and extension of temporary actions the NTE (Not To Exceed) date must be entered here. If you are unsure of the action call the Human Resource Office at Com (207) 626-4281 or DSN 476-4281.
3. For Additional Information Call	Enter name and telephone number of the person most familiar with the action requested.
4. Proposed Effective Date	Do not enter a date for advertisements. All proposed dates must provide sufficient time for posting and processing. We recommend at least 10 days. Please try to select the beginning of the Technician Pay Period as an effective date. This is a proposed date and is subject to HRO approval (Please refer to HRO Policy 08-02). Date should be entered as MM-DD-YY (i.e., 01-23-99). For resignations, LWOP, RTD, enter the date selected by the employee. <u>NOTE: No personnel action other than those request by the employee can be made effective prior to the date HRO approves the action.</u>
5. Action Requested By	Enter the typed name, title and signature of the person requesting the action along with the request date. Employees must sign requesting resignation, retirement, Leave Without Pay (LWOP), Return to Duty (RTD), or name change. Supervisors request all other actions.
6. Action Authorized By	Enter the typed name, title and signature of ARNG Chief of Staff, ANG Director of Staff or Wing Commander and enter the date of concurrence.
	PART B
1. Name	Enter LAST NAME, FIRST NAME and COMPLETE MIDDLE NAME.
2. Social Security Number	Self-explanatory.
3. Date of Birth	Enter six numbers as MM-DD-YY (i.e., 01-23-99).
7. FROM: Position Title and Number	For LWOP actions, terminations, promotions, or other changes, enter the official current technician title and position number. (Obtain from the OF-8, "Position Description".)
8. Pay Plan	Enter the pay plan as indicated on the OF-8, "Position Description" or on the NGB Form 904-1, "Supervisors Record of Technician Employment" (i.e., GS, WS, WG, etc.).
9. OCC – Code	Enter the four digit occupational code found on the OF-8, "Position Description" or the NGB Form 904-1, "Supervisors Record of Technician Employment" (i.e., 0340, 8852, etc.).

10. Grade or Level	Enter the pay grade found on the most current SF-50, "Notification of Personnel Action", or on the NGB Form 904-1, "Supervisors Record of Technician Employment".
14. Name and Location of Position's Org.	Self-explanatory.
15. TO: Position Title and Number Changes	On appointments, advertisements, promotions, and reassignments, enter the official position title, Position Description number and Para/LN number from the Full Time Manning Document.
16. Pay Plan	Enter the pay plan as indicated on the OF-8, "Position Description" or on the NGB Form 904-1, "Supervisors Record of Technician Employment", (i.e., GS, WS, WG, etc.).
17. OCC – Code	Enter the four digit occupational code found on the OF-8, "Position Description" or the NGB Form 904-1, "Supervisors Record of Technician Employment", (i.e., 0340, 8852, etc.).
18. Grade or Level	On appointments, advertisements, promotions and changes, enter the grade found on the OF-8, "Position Description". If a grade lower than indicated on the position description is desired, contact the Human Resource Office for guidance.
22. Name and Location of Position's Org.	Self-explanatory.
32. Work Schedule	Indicate "F" for full-time or "P" for part-time. If employee is part-time, indicate the work schedule in Part D, "Remarks by Requesting Office". Please list specific days and hours.
	PART D
	For Vacancy Announcements please attach the TPVA Worksheet. If the action is a resignation/retirement and the supervisor knows of any conflicting reasons for the resignation/retirement, the reasons must be stated on a separate sheet and attached to the SF-52.
	PART E
	This part must be filled in on all resignations/retirements. Please insure blocks 1 through 5 are complete and accurate.