



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
MASSACHUSETTS NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
50 MAPLE STREET  
MILFORD, MA 01757-3604

REPLY TO  
ATTENTION OF:

MAAR-HRO

9 September 2005

MEMORANDUM FOR All Supervisors, Massachusetts National Guard

SUBJECT: Submission of Requests for Personnel Action

1. There have been many numerous problems with requests for personnel actions not being received in a timely manner. This creates significant problems with the employee's pay and entitlements, which causes undue hardship on our employees. This also leaves the agency at risk for liability if an individual is injured before they are officially assessed.
2. In order to alleviate this, ALL requests for personnel actions must be received in the Human Resource Office along with all required documentation two (2) weeks prior to the effective date, so that all personnel actions requested may be completed before the effective date. Failure by the supervisor to meet the two-week suspense will results in no action being taken on the request until all required documents have been submitted. The action will then be processed to become effective two weeks later.
3. Any questions should be directed to the undersigned at DSN: 256-6643.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read "Stephen A. Garanin".

STEPHEN A. GARANIN  
COL, QM  
Director, Human Resources

# HQ STARC HRO-Staffing SF 52 DESKTOP GUIDE

This guide will provide examples with the proper format for completing the most common SF-52 actions for staffing. The SF-52 is a request for a specific personnel action. It is used to generate an SF-50, which is the employee's official record at HRO.

- ✓ The first-line supervisor usually generates the SF-52 and his/her name goes in block 3 of the 52.
- ✓ All required fields must be completed with current information. Failure to properly complete the SF-52 will result in the request being "Returned Without Action."
- ✓ ALL SF-52's need two signatures, blocks 5 and 6. Block 5 is usually the supervisor's signature, and the second line supervisor signs block 6.
- ✓ ALL ACTIONS begin on the first Sunday of a pay-period (effective date, block 4) and end on the 2<sup>nd</sup> Saturday of a pay-period (NTE date, line 1) if a NTE date is applicable.
- ✓ ALL SF 52's must have the individual's social security number and birth date.
- ✓ Only original, signed SF 52's will be processed by the HRO.
- ✓ All SF52's must be received 2 weeks prior to the effective date of the action to ensure timely input into the personnel database

POC for this guide is:

Personnel Staffing Specialist  
508-233-6642

## REQUEST FOR PERSONNEL ACTION

**PART A - Requesting Office** (Official: *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*, *John F. Smith*)

<b>1. Actions Requested</b> <b>REQUEST TO ADVERTISE</b>		2. Request Number
3. For Additional Information Call (Name and Telephone Number) <b>IMMEDIATE SUPERVISOR, TITLE, PHONE #</b>		4. Proposed Effective Date <b>00-00-2001</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>SIGNATURE</b> <b>SUPERVISOR, TITLE, DATE</b>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>SIGNATURE</b> <b>COMMANDER, TITLE, DATE</b>

**PART B - For Completion of SF 50** (Use only codes in FPM Supplement 292-7. Show all codes in month-day-year order.)

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	

7. FROM: Position Title and Number					15. TO: Position Title and Number <b>JOB TITLE</b> <b>POSITION #</b>						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		

14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>YOUR UNIT</b> <b>YOUR ADDRESS</b> <b>CITY, STATE, ZIP</b>						
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<b>EMPLOYER DATA</b>				<b>24. Tenure</b>				<b>25. Agency Use</b>		<b>26. Veterans Preference for RIF</b>	
23. Veterans Preference	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	0	1 - Permanent	2 - Conditional	3 - Indefinite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%								
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule			
33. Part Time Hours Per Biweekly Pay Period											

<b>POSITION DATA</b>				<b>35. FLSA Category</b>				<b>36. Appropriation Code</b>		<b>37. Bargaining Unit Status</b>	
34. Position Occupied	1 - Competitive Service	3 - SES General	E - Exempt								
	2 - Excepted Service	4 - SES Career Reserved	N - Nonexempt								
38. Duty Station Code <b>YOUR CODE</b>				39. Duty Station (City - County - State or Overseas Location) <b>YOUR CITY, COUNTY, STATE</b>							
40. Agency Data				41.	42.	43.	44.				
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status				
					1 - USA 6 - Other		<input type="radio"/>				

**PART C - Reviews and Approvals** (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature	Approval Date
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