

**INSTRUCTIONS: THIS FORM MUST ACCOMPANY ALL SF-52s SENT TO STATE HRO**

1. Supervisor Complete SF-52 (Use SF-52 Handbook) and route to HR Remote/Admin Reviewer
2. HR Remote/ Admin Reviewer: Certify completion of information & documents in HRO Remote/Admin Review Section
3. HR Remote/ Admin Reviewer: Return to supervisor for issues or forward complete SF-52 to HRO

**SF-52'S MISSING THE BELOW INFORMATION AND THIS CERTIFICATION OF COMPLETION  
WILL BE RETURNED WITHOUT ACTION**

**NAME OF PERSON ACTION IS AFFECTING:** \_\_\_\_\_

**PART A - REQUESTING OFFICE**

**BLOCK 1. ACTIONS REQUESTED - SEE SF-52 HANDBOOK**

**\*\*For Excepted Appointments, list Agency Request Number (Job Announcement#) from certificate**

**\*\*For Excepted Appointments NTE: List NTE date**

**BLOCK 4. PROPOSED EFFECTIVE DATE - Desired Action Date**

**NOTE: \*\*NO personnel action will be made effective prior to the HRO approval date**

**BLOCK 5. ACTION REQUESTED BY - Name, Title, Date and Signature of Requestor**

**BLOCK 6. ACTION AUTHORIZED BY - Name, Title, Date and Signature of Authorizing Official**

**PART B - FOR PREPARATION OF SF-50**

**BLOCKS 1 - 3. NAME, SSN, DATE OF BIRTH - personnel action requests only**

**\*\*For Excepted Appointments: If available, list SSN and Date of Birth**

**BLOCKS 7 & 15. POSITION TITLE & NUMBER - Obtain from PD and manning document**

**AIR INFORMATION: (PD # / SEQUENCE # / FUNC CODE / MPCN)**

**ARMY INFORMATION: (PD # / SEQUENCE # / PARA / LINE)**

**\*\*Complete Blocks 7 & 15 of SF 52 when requested action moves employee from current position to another position. Complete only Block 15 of the form on all other actions.**

**BLOCKS 8 & 16. PAY PLAN - Obtain from Official PD**

**BLOCKS 9 & 17. OCC. CODE - Classification Series - obtain from Official PD**

**BLOCKS 10 & 18. GRADE OR LEVEL -Obtain from Official PD**

**BLOCK 14 & 22. NAME & LOCATION OF POSITION'S ORGANIZATION - Location of Position**

**\*\*Complete Blocks 7 & 15 of SF 52 when requested action moves employee from current position to another position. Complete only Block 15 of the form on all other actions.**

**BLOCK 32. WORK SCHEDULE - F = Full time / P = Part Time / S = Job Share**

**BLOCK 39. DUTY STATION - Installation or Activity City**

**PART D - REMARKS BY REQUESTING OFFICE**

**OTHER APPLICABLE INFORMATION FOR REQUESTED ACTION (SEE SF-52 HANDBOOK)**

**PART E - EMPLOYEE RESIGNATION/RETIREMENT - mandatory for retirements/resignations**

**BLOCK 1. EMPLOYEE'S REASON FOR RESIGNATION/RETIREMENT - be specific**

**BLOCK 2. EFFECTIVE DATE - Effective date of Resignation, retirement**

**BLOCKS 3 - 4. EMPLOYEE SIGNATURE AND DATE**

**BLOCK 5. EMPLOYEE FORWARDING ADDRESS**

**\*\*ATTACHED LETTER OF RESIGNATION ACCEPTABLE IF ABOVE INFO IS INCLUDED**

**PART F - REMARKS FOR SF- 50**

**LIST MILITARY POSITION INFORMATION FOR INDIVIDUAL THE ACTION IS AFFECTING**

**\*\*LIST MOST CURRENT/NEW MILITARY SLOT INFORMATION**

**ATTACHED DOCUMENTS - MANDATORY**

**SIGNED POSITION DESCRIPTION (PLACEMENT ACTIONS WITHOUT COMPETITION)**

**RESUME (FOR TEMP APPOINTMENTS/ REASSIGNMENTS/ TEMP PROMOTIONS)**

**COMPLETED TECHNICIAN SELECTION CERTIFICATE**

**SELECTION MEMORANDUM (ARNG ONLY)**

**ANY OTHERS APPLICABLE IAW THE SF-52 HANDBOOK FOR THE NATURE OF ACTION**

**HRO REMOTE / ADMIN REVIEW SECTION**

HR REMOTE / ADMIN REVIEWER  
PRINTED NAME

SIGNATURE

DATE