Guide to Preparing the SF 52 for AGR Soldiers

PART 1
Request for AGR Personnel Action

Permanent Positions

Permanent AGR positions' are those positions, which are identified as:

    a. Required by the National Guard Bureau voucher.

    b. Recognized as authorized by grade and duty position officer or enlisted.

    c. Advertised and competitively filled by current members or those eligible to become members of the Army National Guard.

    The below listed personnel action titles identify actions requested using an SF-52. Updateable PDF forms are available on the HRO website.

http://inghro.state.id.us/Manpower_Branch/AGR_Section/AGR_Army/AGR_Army.htm

Each tab identifies utilization, authority, required sources documentation and detailed instructions.

PART 2
Guide to Preparing the SF 52 for Requesting Full Time National Guard Duty (FTNGD) – Special Work (SW), Operational Support (OS), Mobilization Augmentee (MA)

Temporary Positions

    Temporary FTNG-ADSW positions are those positions not authorized for permanent assignment by FTNG AGR soldiers. Positions are filled either competitively or non-competitively by current members or those eligible to become members of the Army National Guard. Applications for FTNG-ADSW will not be reproduced; a new application must be completed by the soldier and approved by the appropriate program manager prior to orders being requested and the first day of duty.

PERSONNEL AND POSITION ACTION DEFINITIONS

PART 1

TAB A: **Announce AGR Position**
TAB B: **Initial AGR Tour**
TAB C: **Extend AGR Tour**
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PART 2

TAB P: **Temporary Appointment FTNGD-SW 30 or more days but less than 1090**
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TAB R: **Extend Temp Appointment FTNGD**
TAB S: **Termination of Temp Appointment FTNG-ADSW**
TAB T: **FTNGD Reassignment**

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB A: AGR Vacancy Announcement

Command has identified a vacant / anticipated vacant, established and fully funded AGR position with an MTOE/TDA position commensurate in grade to the AGR position. SF-52 competed IAW detailed instructions listed below, forwarded to the Human Resource Office (HRO). (For vacancies other then Recruiting Retention, CST, and CSM positions the standard is 90 days).

    a. Required source documents:

        (1) SF-52 completed IAW below detailed instructions

        (2) Documentation used to identify the vacant / anticipated vacant position

        (3) Position Description (PD) Contact HRO for previously used PD's,
which may be reviewed and amended to fit the requirements of the position. Requests received without an updated PD will be returned without action.

    b. Requester / Approval requirements:

        (1) Battalion Command / Brigade Command

        (2) Troop Command / Joint Force Headquarters Command

        (3) Part C is used for additional approval requirements

    c. Detailed instructions SF 52:

        Part A

        BLK #1 – **Recruit/Fill Position**

        BLK #2 – Leave Blank HRO use only

        BLK #3 – POC information about the action being taken.

        BLK #4 – Requested date of assignment YYYYMMDD

        BLK #5 – BN OIC/CDR Signature Block, signature and date.

        BLK #6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date.

        Part B

        BLK #1 – 14 Leave Blank

        BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.

        BLK #16-17 Leave Blank

        BLK # 18 – Enter the pay grade authorized

        BLK # 19-21 Leave Blank

        BLK # 22- Enter the unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.

        BLK # 23- 51 Leave Blank

        Part C (BLK A-F Used for additional reviews and approvals)

        PART D (**Follow example below, update with appropriate entries)**

        Announcement area: (e.g. Current AGR personnel only)

        Concentration area: (e.g. Nation Wide or in state only)

        Position Description: (Detailed duties of the position, include MTOE/TDA MOS and GT score required to obtain that MOS)

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB B: Initial AGR Tour

Command has identified an incumbent through a formal board process to fill a fully, established and fully funded AGR position, it is then ready to request and initial AGR tour for a new hire. SF-52 competed IAW detailed instructions listed below forwarded to HRO with required source documents.

    a. Required source documents:

        (1) SF-52 completed IAW below detailed instructions

        (2) Position Announcement with Position Description (PD) outlining the requirements of the position.

    b. Requester / Approval requirements:

        (1) Battalion Command / Brigade Command

        (2) Troop Command / Joint Force Headquarters Command

    c. Detailed instructions SF 52:

Part A

BLK # 1 – **Initial AGR Tour**

BLK # 2 – Leave Blank HRO use only

BLK # 3 – POC information about the action being taken.

BLK # 4 – Requested date of assignment YYYYMMDD

BLK # 5 – BN OIC/CDR Signature Block, signature and date

BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

Part B

BLK # 1&2 – Enter selected applicants name and SSN

BLK # 3-12D Leave Blank

BLK # 14 – Enter applicants current Unit Name, UIC, PRN, MTOE/TDA Position Title, PARA/LINE and City location of current unit

BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.

BLK # 16 – Enter AGR

BLK # 17 – Leave Blank

BLK # 18 – Enter authorized pay grade

BLK # 19-21 Leave Blank

BLK # 22- Enter the unit name, UIC, PRN, MTOE/TDA Position Title, PARA/LINE and city location of that unit.

BLK # 23- 51 Leave Blank

Part C (BLK's A-C Used for additional reviews and approvals)

PART D (Follow example below, update with appropriate entries)

PCS Requested by soldier Yes / No _____

                                       (SOLDIER SIGNATURE)

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB C: Extend AGR Tour

Command has identified an AGR with a tour end date with in 180 days from termination. Command than submits an SF-52 competed IAW detailed instructions listed below, to (HRO).

a. Required source documents:

(1) SF-52 completed IAW below detailed instructions

(2) DA 705 with evidence of a passing score with in 6 months of current tour end date.

b. Requester / Approval requirements:

(1) Company Command / Battalion Command

(2) Troop Command / Joint Force Headquarters Command

c. Detailed instructions SF 52:

Part A

BLK # 1 – Enter **(Extend AGR Tour)**

BLK # 2 – Leave Blank HRO use only

BLK # 3 – POC information about the action being taken.

BLK # 4 – Requested Effective Date (YYYYMMDD format)

BLK # 5 – BN OIC/CDR Signature Block, signature and date

BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

Part B

BLK # 1&2 – Enter name and SSN of AGR to be extended

BLK # 3-14 Leave Blank

BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.

BLK # 16 – Enter AGR

BLK # 17 – Leave Blank

BLK # 18 – Enter authorized pay grade

BLK # 19-21 Leave Blank

BLK # 22- Enter unit name, UIC, MTOE/TDA PARA/LINE and city location of that unit.

BLK # 23- 51 Leave Blank

Part C (BLK's A-C Used for additional reviews and approvals)

PART D   (Follow example below, update with appropriate entries)

EXTEND AGR TOUR FROM _____ TO _____, SEE DA 4836 ATTACHED

DA 705 DISPLAYING EVIDENCE OF A PASSING APFT (NOT MORE THEN SIX MONTHS AS OF TOUR END DATE) DATED:_____

SOLDIER IS IN COMPLIANCE WITH AR 600-9: TABLE 1, HEIGHT _____" WEIGHT _____LBS

APPENDIX B, BODY FAT _____%

SOLDIER MEETS THE STANDARDS OF MEDICAL FITNESS CONTAIN IN CHAPTER 3 AR 40-501

SEE MEDPROS INDIVIDUAL MEDICAL READINESS REPORT (IMR)

_____
(Certifying Officer)

AGR tours and military ETS should match, DCJMS (AC pays system) will only accept extensions in years and months, (1 Year, 6 months, 0 days) for a maximum of a 6 year extension. Extensions exceeding 6 years or are an odd number of days will cause pay problems in the future.

PERSONNEL AND POSITION ACTION DEFINITIONS

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TAB D: <u>Reassignment</u>

Reassignment from one SPMD position to another with-in the same UIC without promotion or permanent change of duty station, or reassignment to a new MTOE/TDA duty position, either in a new occupational specialty, or to another position in the same occupational specialty at the same or increased/decreased grade.

    a. Required source documents:
        (1) SF-52 completed IAW below detailed instructions
        (2) Documentation used to identify the vacant / anticipated vacant position
        (3) Enlisted Promotion System (EPS) selection letter
        (4) Position Description (PD) Contact HRO for previously used PDs, which may be reviewed and amended to fit the requirements of the position.
    b. Requester / Approval requirements:
        (1) Battalion Command / Brigade Command
        (2) Troop Command / Joint Force Headquarters Command
    c. Detailed instructions SF 52:
        Part A
        BLK # 1 – Enter **(Reassignment)**
        BLK # 2 – Leave Blank HRO use only
        BLK # 3 – POC information about the action being taken.
        BLK # 4 – Requested Effective Date (YYYYMMDD format)
        BLK # 5 – BN OIC/CDR Signature Block, signature and date
        BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date
        Part B
        BLK # 1&2 – Enter name and SSN of AGR to be Reassigned
        BLK # 3-6 Leave Blank
        BLK # 7 – Enter SPMD Position Title, SPMD #____,and Sequence#____
        BLK # 8 – Enter AGR
        BLK # 9 – Leave Blank
        BLK # 10 – Enter Current Pay Grade
        BLK # 11-13 Leave Blank
        BLK # 14 – Enter, Unit Name, UIC:, PRN:, City Location
        BLK # 15 – Enter current unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.
        BLK # 16 – Enter AGR
        BLK # 17 – Leave Blank
        BLK # 18 – Enter authorized pay grade
        BLK # 19-21 Leave Blank
        BLK # 22- Enter reassigned to unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.
        BLK # 23- 51 Leave Blank
        Part C (BLK's A-C Used for additional reviews and approvals)
        Part D (Use as needed for additional remarks)

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB E: Transfer

Request transfer of an AGR from one UIC to another, with or without promotion or permanent change of duty station (PCS).
   a. Required source documents:
      (1) SF-52 completed IAW below detailed instructions
      (2) Documentation used to identify the vacant / anticipated vacant position
      (3) EPS selection letter
      (4) Position Description (PD) Contact HRO for previously used PDs, which may be reviewed and amended to fit the requirements of the position.
   b. Requester / Approval requirements:
      (1) Battalion Command / Brigade Command
      (2) Troop Command / Joint Force Headquarters Command
   c. Detailed instructions SF 52:
      Part A
      BLK # 1 – Enter **(Transfer)**
      BLK # 2 – Leave Blank HRO use only
      BLK # 3 – POC information about the action being taken.
      BLK # 4 – Requested Effective Date (YYYYMMDD format)
      BLK # 5 – BN OIC/CDR Signature Block, signature and date
      BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date
      Part B
      BLK # 1&2 – Enter name and SSN of AGR to be Reassigned
      BLK # 3-6 Leave Blank
      BLK # 7 – Enter SPMD Position Title, SPMD #____,and Sequence#____
      BLK # 8 – Enter AGR
      BLK # 9 – Leave Blank
      BLK # 10 – Enter Current Pay Grade
      BLK # 11-13 Leave Blank
      BLK # 14 – Enter Current, Unit Name, UIC:, PRN, MTO/TDA Position Title, PARA/LINE and City Location
      BLK # 15 – Enter Transfer to SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.
      BLK # 16 – Enter AGR
      BLK # 17 – Leave Blank
      BLK # 18 – Enter authorized pay grade
      BLK # 19-21 Leave Blank
      BLK # 22- Enter the Transfer to unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.
      BLK # 23- 51 Leave Blank
      Part C (BLK's A-C Used for additional reviews and approvals)
      Part D (Use as needed for additional remarks)

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB F: <u>Promotion</u>

When an enlisted AGR soldiers is selected for promotion through EPS. Request orders using the below listed source documentation attached.

     a. Required source documents:

          (1) EPS selection letter

          (2) Must possess current passing APFT (with in last 6 months) or Valid source documentation present, and meet standards of AR 600-9.

Officer Personnel will follow regulatory requirements of NGR 600-100 and Officer Personnel Manager, JFHQ-ID/J1.

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB G: Detail/Attach

A supervisor may temporarily assign an AGR to a different position within normal commuting distance from the current duty position for a specified period. This will only be used when the AGR is expected to return to his/her regular duties at the end of the assignment. Details may be granted in increments of 120 days.

      a. Required source documents:
            (1) SF-52 completed IAW below detailed instructions
      b. Requester / Approval requirements:
            (1) Battalion Command / Brigade Command
            (2) Troop Command / Joint Force Headquarters Command
      c. Detailed instructions SF 52:
            Part A
            BLK # 1 – Enter **(Detail/Attach)**
            BLK # 2 – Leave Blank HRO use only
            BLK # 3 – POC information about the action being taken.
            BLK # 4 – Requested Effective Date (YYYYMMDD format)
            BLK # 5 – BN OIC/CDR Signature Block, signature and date
            BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date
            Part B
            BLK # 1&2 – Enter name and SSN of AGR to be Detailed/Attached
            BLK # 3-6 Leave Blank
            BLK # 7 – Enter SPMD Position Title, SPMD #____,and Sequence#____
            BLK # 8 – Enter AGR
            BLK # 9 – Leave Blank
            BLK # 10 – Enter Current Pay Grade
            BLK # 11-13 Leave Blank
            BLK # 14 – Enter current Unit Name, UIC:, PRN:, City Location, MTOE/TDA Position Title, PARA/LINE and Soldier Home of Record.
            BLK # 15 – Leave Blank
            BLK # 16 – Enter AGR
            BLK # 17 – Leave Blank
            BLK # 18 – Enter authorized pay grade
            BLK # 19-21 Leave Blank
            BLK # 22- Enter the Detail/Attach to, unit name, UIC, PRN, and the city location of the unit.
            BLK # 23- 51 Leave Blank
            Part C (BLK's A-C Used for additional reviews and approvals)
            Part D (Follow example below, update with appropriate entries)

Period of attachment is from _____ to _____.

PCS is not authorized for attachment; duty location must be within commuting distance from home of record.

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB H: Award Military Occupational Specialty (MOS)

Service Member completes MOS or Special Skill producing resident course of instruction, which changes his/her Primary Occupational Specialty (PMOS).

Service Member requests change in PMOS to increase promotion opportunities.
   a. Required source documents:
      (1) SF-52 completed IAW below detailed instructions
      (2) DA 1059 displaying evidence of course completion
   b. Requester / Approval requirements:
      (1) Battalion Command / Brigade Command
      (2) Troop Command / Joint Force Headquarters Command
      (3) Part C is used for additional approval requirements
   c. Detailed instructions SF 52:
      Part A
      BLK #1 – **Award MOS**
      BLK #2 – Leave Blank HRO use only
      BLK #3 – POC information about the action being taken.
      BLK #4 – Requested effective date YYYYMMDD
      BLK #5 – BN OIC/CDR Signature Block, signature and date.
      BLK #6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date.
      Part B
      BLK #1&2 – Enter Name and SSN
      BLK # 3-14 Leave Blank
      BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the
unit where the AGR tour is located.
      BLK #16-17 Leave Blank
      BLK # 18 – Enter the pay grade authorized
      BLK # 19-21 Leave Blank
      BLK # 22- Enter the unit name, UIC, MTOE/TDA PARA/LINE and the city
location of that unit.
      BLK # 23- 51 Leave Blank
      Part C (BLK A-F Used for additional reviews and approvals)
      PART D (Follow example below, update with appropriate entries)
MOS Withdrawn: PMOS:_____, SMOS:_____, AMOS:_____
MOS Awarded: PMOS:_____, SMOS:_____, AMOS:_____
Effective date:DDMMMYY

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB I: Award / Terminate Special Duty Proficiency Pay

Service Member completes MOS or Special Skill producing resident course of instruction, which authorizes special duty pay.
      a. Required source documents:
          (1) SF-52 completed IAW below detailed instructions
          (2) DA 1059 displaying evidence of course completion
      b. Requester / Approval requirements:
          (1) Battalion Command / Brigade Command
          (2) Troop Command / Joint Force Headquarters Command
          (3) Part C is used for additional approval requirements
      c. Detailed instructions SF 52:
          Part A
          BLK #1 – **Award / Terminate Special Duty Pay**
          BLK #2 – Leave Blank HRO use only
          BLK #3 – POC information about the action being taken.
          BLK #4 – Requested effective date YYYYMMDD
          BLK #5 – BN OIC/CDR Signature Block, signature and date.
          BLK #6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date.
          Part B
          BLK #1&2 – Enter Name and SSN
          BLK # 3-14 Leave Blank
          BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.
          BLK #16-17 Leave Blank
          BLK # 18 – Enter the pay grade authorized
          BLK # 19-21 Leave Blank
          BLK # 22- Enter the unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.
          BLK # 23- 51 Leave Blank
          Part C (BLK A-F Used for additional reviews and approvals)
          Part D (Follow example below, update with appropriate entries)

Proficiency pay is awarded or terminated as indicated.

Action: Terminate/Award SD- ($) proficiency pay.
Auth: NGB-ARP ltr dtd 20 Jun 96; Subject: Change of Special Duty Assignment Pay Implementation Guidance.
Effective date:
Primary MOS:
Additional instructions: IAW SDAP requirements, normal increase in proficiency pay.
Format: 330

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB J: <u>Retirement</u>

A voluntary personnel action requested by an AGR soldier, ending their Active Service due to meeting minimum requirements for retirement established by the Federal Government. Special concerns as to the number of months time in grade to retire at current grade, refer to AR 135-18 and AR 635-200 for further information.

       a. Required source documents:

              (1) SF-52 completed IAW example at TAB J

       b. Requester / Approval requirements:

              (1) Battalion Command / Brigade Command

              (2) Troop Command / Joint Force Headquarters Command

       c. Detailed instructions SF 52:

              Part A

              BLK # 1 – Enter **(Retirement)**

              BLK # 2 – Leave Blank HRO use only

              BLK # 3 – POC information about the action being taken.

              BLK # 4 – Requested Effective Date (YYYYMMDD format)

              BLK # 5 – BN OIC/CDR Signature Block, signature and date

              BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

              Part B

              BLK # 1&2 – Enter name and SSN

              BLK # 3-6 Leave Blank

              BLK # 7 – Enter SPMD Position Title, SPMD #_____,and Sequence#_____

              BLK # 8 – Enter AGR

              BLK # 9 – Leave Blank

              BLK # 10 – Enter authorized pay grade

              BLK # 11-13 Leave Blank

              BLK # 14- Enter unit name, UIC:_____,PRN:_____, and the city location of unit.

              BLK # 15- 51 Leave Blank

              Part C BLK's A-F (Used for additional reviews and approvals)

              PART D:

SERVICE MEMBER MEETS THE REQUIRED NUMBER OF MONTHS AT CURRENT GRADE TO RETIRE AT THAT GRADE IAW AR 635-200 DATE OF RANK:_____

                                    (YYMMDD)

I HAVE REVIEWED THE SERVICE MEMBERS REQUEST FOR PERMISSIVE TDY AND TRANSITIONAL LEAVE, THIS REQUEST WILL NOT HINDER MISSION ACCOMPLSHMENT AND WILL BE CONSIDERED IN THE SCHEDUALING OF TRAINING DURING THAT TIME FRAME.

                          _____

                                  (Certifying Officer)

              PART E

               (Solder must be observed reading the Privacy Act Statement)

              BLK # 1 – Written response not required for retirement

              BLK # 2 – Hand write the Effective Date

              BLK # 3 – Print Full Name and Over Sign

              BLK # 4 – Enter date signed

              BLK # 5 – Enter forwarding address for any correspondence

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB K: <u>Resignation</u>

A personnel action initiated by an AGR soldier, submitted through the chain of command, ending a tour of active status. This action does not terminate the soldier's military commitment. A minimum of two weeks notice is desired, except in those few instances where a severe hardship would be imposed. Should it become necessary for an AGR to resign while in a leave status, a resignation letter must be submitted to the supervisor by letter. Officer personnel must attach a request IAW NGR 635-100, Appendix A, if the intent is to completely separate from the Army.

    a. Required source documents:
        (1) SF-52 completed IAW below detailed instructions
        (2) Soldiers written request in the event that the SM is not available to sign the SF-52
    b. Requester / Approval requirements:
        (1) Battalion Command / Brigade Command
        (2) Troop Command / Joint Force Headquarters Command
    c. Detailed instructions SF 52:
        Part A
        BLK # 1 – Enter **(Resignation)**
        BLK # 2 – Leave Blank HRO use only
        BLK # 3 – POC information about the action being taken.
        BLK # 4 – Requested Effective Date (YYYYMMDD format)
        BLK # 5 – BN OIC/CDR Signature Block, signature and date
        BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date
        Part B
        BLK # 1&2 – Enter name and SSN
        BLK # 3-6 Leave Blank
        BLK # 7 – Enter SPMD Position Title, SPMD #____,and Sequence#____
        BLK # 8 – Enter AGR
        BLK # 9 – Leave Blank
        BLK # 10 – Enter authorized pay grade
        BLK # 11-13 Leave Blank
        BLK # 14- Enter unit name, UIC:, PRN:, and the city location of the unit.
        BLK # 15-51 Leave Blank
        Part C BLK's A-C Used for additional reviews and approvals
        Part D (Follow example below, update with appropriate entries)
        Part E
        (Solders must be observed reading the Privacy Act Statement)
        BLK # 1 – Provide a written response
        BLK # 2 – Hand write the Effective Date
        BLK # 3 – Print Full Name and Sign
        BLK # 4 – Enter date signed
        BLK # 5 – Enter forwarding address

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB L: <u>Name Change</u>

A personnel action generated at the employee's request due to his/her name changing for such reasons as marriage, divorce, or other legal action.

    a. Required source documents:

        (1) SF-52 completed IAW below detailed instructions

        (2) Court Order / Marriage License

    b. Requester / Approval requirements: Soldier / Company Command

    c. Detailed instructions SF 52:

        Part A

        BLK # 1 – Enter **(Name Change)**

        BLK # 2 – Leave Blank HRO use only

        BLK # 3 – POC information about the action being taken.

        BLK # 4 – Requested Effective Date (YYYYMMDD format)

        BLK # 5 – BN OIC/CDR Signature Block, signature and date

        BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

        Part B

        BLK # 1&2 – Enter Current name and SSN

        BLK # 3-14 Leave Blank

        BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.

        BLK # 16 – Enter AGR

        BLK # 17 – Leave Blank

        BLK # 18 – Enter authorized pay grade

        BLK # 19-21 Leave Blank

        BLK # 22- Enter the unit name, UIC, MTOE/TDA PARA/LINE and the city location of that unit.

        BLK # 23-51 Leave Blank

        Part C (BLK's A-C Used for additional reviews and approvals)

        Part D (Follow example below, update with appropriate entries)

        From: LAST, FIRST MIDDLE NAME

        TO: LAST, FIRST MIDDLE NAME

PART 2

Full Time National Guard Duty

TAB P: **Temporary Appointment FTNGD-SW 30 or more days but less than 1090**
TAB Q: **Temporary Appointment less than 30 days FTNGD-SW**
TAB R: **Extend Temp Appointment FTNGD**
TAB S: **Termination of Temp Appointment FTNG-ADSW**

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB P: Temporary Appointment FTNGD-SW Greater Than 30 days

Command has a requirement and funding to temporarily fill a position. If the command has already identified a qualified applicant an SF-52 must be competed IAW detailed instructions listed below, forwarded to the Human Resource Office (HRO). See FTNGD Application for additional requirements. The SF-52 authorizes expenditure of funds for the soldier identified, the period indicated, with the stated justification and duties.

> a. Detailed instructions SF 52:
> **Part A**
> BLK # 1 – (**Temporary Appointment FTNG-ADSW)**
> BLK # 2 – Leave Blank
> BLK # 3 – Name, Phone Extension, and Fax Number for orders requesting authority, (WHO DOES HRO SEND THE APPROVAL NOTIFICATION TO)
> BLK # 4 – Expected start Date. YYYYMMDD
> BLK # 5 – Who is requesting the action needs to type his/her name and title then sign and date in the same block.

Continuation of Detailed Instruction SF 52 Temporary Appointment <180 days

> BLK # 6 – The printed name and title of who is responsible for paying or authorizing the expenditure of funds.
> **Part B**
> BLK # 1 – Enter Full Last, First Middle name
> BLK # 2 – SSN
> BLK # 3-6 Leave Blank
> BLK # 7 – Enter soldier's position title and Para/Line from unit MTOE/TDA
> BLK # 8-9 Leave Blank
> BLK # 10 – Enter soldier's pay grade
> BLK # 11-13 Leave Blank
> BLK # 14 – Enter soldier's MTOE/TDA Unit name, UIC, unit address, and Home of Record (HOR) Street, City, State, ZIP
> BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit where the AGR tour is located.
> BLK # 16 – Enter program manager code (PGM)
> BLK # 17 – Enter Type Duty Code (TDC)
> BLK # 18 – Enter applicants pay grade
> BLK # 19-21 Leave Blank
> BLK # 22 – Enter Unit Name, UIC and address for FTNG position.
> BLK # 23-51 – Leave Blank
> **Part C (BLK's A-C Used for additional reviews and approvals)**
> **Part D (Follow example below, update with appropriate entries)**

> PERIOD: Enter from - to date (e.g. 04 Jan 05 thru 04 Feb 05 (32 days)

> JUSTIFICATION: A simple statement detailing the shortfalls creating the need for ADSW or the additional duties required for the unit to be filled.

> DUTIES: Individual duties performed during the active tour. If additional space is required, prepare a continuation sheet on 81/2 X 11 plain bond paper.

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB Q: <u>Temporary Appointment FTNGD-SW Less Than 30 days</u>

Command has a requirement and funding to temporarily fill a position for less than 30 days. If the command has already identified a qualified applicant the following is required to complete the appointment process.
<u>Soldiers put on short term orders can not be extended beyond 29 days with out an approved long term packet and at least a 1 day break in orders.</u>

    a. Required source documents:

        (1) SF-52 completed IAW below detailed instructions

        Part A

        BLK # 1 – Enter **(Temporary Appointment FTNGD-SW<30 Days)**

        BLK # 2 – Leave Blank HRO use only

        BLK # 3 – POC information about the action being taken.

        BLK # 4 – Requested Effective Date (YYYYMMDD format)

        BLK # 5 – BN OIC/CDR Signature Block, signature and date

        BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

        Part B

        BLK # 1&2 – Enter name and SSN of FTNG-ADSW soldier

        BLK # 3-13 Leave Blank

        BLK # 14 – Enter unit name, UIC, MTOE/TDA PARA/LINE and the city location of the soldiers unit.

        BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit representing the FTNG-ADSW position.

        BLK # 16 – Enter Program Manager Code

        BLK # 17 – Enter Type Duty Code

        BLK # 18 – Enter authorized pay grade

        BLK # 19-21 Leave Blank

        BLK # 22 – Enter the unit name, UIC, and the city location of the representing unit.

        BLK # 23-51 Leave Blank

        Part C (BLK's A-C Used for additional reviews and approvals)

        Part D (Follow example below, update with appropriate entries)

    b. Below listed information must be listed in Part D Remarks SF 52:

        (a) Current Army Medical Physical less than 5 years old from start date of duty.

        (b) Annual Medical certificate (AMC) DA 7349 with in 12 months of start date

        (c) HIV test with in 24 months of start date

        (d) DA 705 displaying evidence of passing APFT in the last 12 months.

        (e) Certified Height/Weight of DA 5500r or DA 5501r

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB R: **Extend Temp Appointment FTNGD-SW**

Extensions of FTNGD are initiated by immediate supervisor, and approved by the Program Manager who will fund the extension. If the extension requires a change in Program Manager an entire FTNGD application must be completed. Extensions may be approved under the following conditions.

a. Extensions are authorized for appointments of greater than 30 days. Short appointments, (less than 30 days) cannot be extended without an entire FTNGD application and at least a 1 day break between orders. (See TAB P)

b. The requested extension does not exceed 1095 days of Active Service during the preceding 1460 days.

c. The soldier is in compliance with Chapter 3, AR 40-501, Chapter 9, AR 350-41, AR 600-9, and a Suspension of Favorable Action IAW AR 600-8-2 has not been imposed by the soldiers unit of assignment.

This action is required 30 days prior to Expiration of Temporary Appointment

a. Required source documents:

(1) SF-52 completed IAW below detailed instructions

(2) DA 481 Mandatory documentation of accrued leave use.

b. Requester / Approval requirements:

(1) Battalion Command / Brigade Command

(2) Troop Command / Joint Force Headquarters Command

c. Detailed instructions SF 52:

Part A

BLK # 1 – Enter **(Extension FTNGD-SW)**

BLK # 2 – Leave Blank HRO use only

BLK # 3 – POC information about the action being taken.

BLK # 4 – Requested Effective Date (YYYYMMDD format)

BLK # 5 – BN OIC/CDR Signature Block, signature and date

BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date

Part B

BLK # 1&2 – Enter name and SSN of FTNG-ADSW soldier

BLK # 3-13 Leave Blank

BLK # 14 – Enter unit name, UIC, MTOE/TDA PARA/LINE and the city location of the soldiers unit.

BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit representing the FTNG-ADSW position.

BLK # 16 – Enter Program Manager Code

BLK # 17 – Enter Type Duty Code

BLK # 18 – Enter authorized pay grade

BLK # 19-21 Leave Blank

BLK # 22 – Enter the unit name, UIC, and the city location of the representing unit.

BLK # 23-51

Part C (BLK's A-C Used for additional reviews and approvals)

Part D (Use example at Tab Q, Part D, for appropriate entries)

PERSONNEL AND POSITION ACTION DEFINITIONS

TAB S: Termination FTNGD-SW

A separation action initiated by a supervisor, which results in the soldier no longer being continued on active status due to reasons such as:
   a. **Expiration** of temporary appointment.
   b. **Abandonment** a soldier does not report for work within a reasonable period of time (generally 72 hours).
   c. **Disciplinary action** initiated by supervisor.

This action is required 30 days prior to Expiration of Temporary Appointment
   a. Required source documents:
      (1) SF-52 completed IAW below detailed instructions
      (2) Written documentation displaying evidence of repeated inappropriate conduct. (If Termination is Adverse Action)
      (3) DA 481 Mandatory documentation of accrued leave use.
   b. Requester / Approval requirements:
      (1) Battalion Command / Brigade Command
      (2) Troop Command / Joint Force Headquarters Command
   c. Detailed instructions SF 52:
      Part A
      BLK # 1 – Enter **(Termination FTNGD-SW)**
      BLK # 2 – Leave Blank HRO use only
      BLK # 3 – POC information about the action being taken.
      BLK # 4 – Requested Effective Date (YYYYMMDD format)
      BLK # 5 – BN OIC/CDR Signature Block, signature and date
      BLK # 6 – BDE/REG/JFHQ CMD, Enter Signature Block, sign and date
      Part B
      BLK # 1&2 – Enter name and SSN of FTNG-ADSW soldier
      BLK # 3-13 Leave Blank
      BLK # 14 – Enter unit name, UIC, MTOE/TDA PARA/LINE and the city location of the soldiers unit.
      BLK # 15 – Enter SPMD Position Title, SPMD #, and Sequence #, for the unit representing the FTNG-ADSW position.
      BLK # 16 – Enter Program Manager Code
      BLK # 17 – Enter Type Duty Code
      BLK # 18 – Enter authorized pay grade
      BLK # 19-21 Leave Blank
      BLK # 22 – Enter the unit name, UIC, and the city location of the representing unit.
      BLK # 23-51
      Part C (BLK's A-C Used for additional reviews and approvals)
      Part D (Follow example below, update with appropriate entries)
Reason for termination: Culmination of Orders, Failure to maintain expected standards of conduct (This includes APFT/Weight Control Failure)

Service Member will take Annual Leave from   to   which will exhaust all accrued leave. DA 481 attached.