

CUI



# Human Resources Office



## Request Personnel Actions using Standard Form 52

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# Human Resources Office



## What is an SF 52? Request for Personnel Action

### When is an SF 52 Required?

Anytime a personnel action needs to be processed by HRO. This is the notification to HRO that an action is required.



# Human Resources Office



## New SF 52 Organization Box [ng.id.idarng.mbx.idarng-sf52@army.mil](mailto:ng.id.idarng.mbx.idarng-sf52@army.mil)

Tools available to assist in completing an SF 52:

**Instructions for Preparation of SF 52**  
**SF 52 Template**

These tools are available on the HRO website at:

<https://inghro.idaho.gov/hr/SupervisorsToolbox/supervisortoolbox.htm>



# Human Resources Office



## SF 52 Personnel and Position Action Definitions

### Manpower Actions

#### Vacancy Announcement Vice

When management has a vacant, established and fully funded position, it is then ready to be filled with an employee. Management submits a written request (SF 52) to the Human Resources Office (HRO). Once the HRO receives this request, the “recruitment” process begins. Once completed, a selection is made, and the position is “filled.”

#### Conversion to Excepted Appointment

When management fills a vacant position with an employee who is either tenure 0 (Temporary) or tenure 3 (Indefinite).

#### Reassignment

The change of an employee from one position to another without promotion or change to lower grade. Reassignments can be voluntary, or management directed (Management Directed Reassignment). The reassignment could include any of the following:

1. Movement to a position in a new occupational series, or to another position in the same series.
2. Assignment to a position that has been redescribed as a result of a position review.
3. Classification or job grading standard.
4. Change where a different salary is the result of different local prevailing wage rates.

#### Temporary Appointment NTE

When management has extra MRV Bulk or Lapse Rate funding and the justification to hire an employee or the need to temporarily backfill an absent employee. If a temporary employee is appointed for a period of time exceeding 89 days, they become eligible for Federal Employee Health Benefits and will no longer be eligible for Tricare Reserve Select. Appointment cannot exceed 365 days.



# Human Resources Office



## Benefits Actions

### Absent Uniformed Service (AUS)

Initiated when an employee enters an active duty period (the 1st day of the start of the military order). \*An AUS action that is processed hardcodes the employee as "KG" (Military LWOP). If an employee takes at least 1 hour of leave in a day they are on orders, the employee is not required to be in an AUS status. An AUS action is required for the first full day of non-pay from their Federal employment position.

### Return to Duty

A personnel action which returns an employee to a pay and duty status after a continuous period of military orders, furlough, suspension, LWOP, or placement into a non-pay status.

### Name Change

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

### Leave Without Pay (LWOP)

LWOP is authorized by managers at their discretion. Employees are entitled to LWOP under certain situations. As a basic condition to the approval of LWOP, there should be reasonable expectation the employee will return at the end of the approved period. Employees may request LWOP for 80 hours or less by submitting an SF 71, Application for Leave, or request timecard coding in ATAAPS for non-pay to the supervisor. Requests for LWOP exceeding 80 hours will be in writing and promptly submitted using the SF 52 with required approval memo, to the HRO. Once granted, LWOP will not be converted to annual or sick leave (Exception: Disability retirement and employee workers' compensation cases in which claims are subsequently disallowed).



# Human Resources Office



*Fill in only the Parts and blocks listed below*

BLOCK #	INSTRUCTIONS FOR PREPARATION OF SF-52
<b>PART A</b>	
1. Action Requested	Enter action requested (i.e., vacancy announcement, Absent-US, 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: Manpower Actions – 208-272-3350, Benefits Actions – 208-272-4225
3. For Additional Information Call	Enter name and telephone number of the person most familiar with the action requested.
4. Proposed Effective Date	All proposed dates must provide sufficient time for posting and processing. We recommend at least 10 days for most actions. This is a proposed date and is subject to HRO approval. Date should be entered using calendar drop down.
5. Action Requested By	Enter the typed name, title, and signature of the person requesting the action along with the request date.
6. Action Authorized By	Enter the name, title, and signature of the person authorized to approve the action.
<b>PART B</b>	
1. Name	Enter LAST NAME, FIRST NAME Middle Initial
2. Social Security Number	No longer required
3. Date of Birth	No longer required
7. FROM: Position Title and Number	No longer required

Instructions for Preparation of SF 52, 10 November 2022



# Human Resources Office



8. Pay Plan	No longer required
9. OCC – Code	No longer required
10. Grade or Level	No longer required
14. Name and Location of Position's Org.	No longer required
15. TO: Position Title and Number Changes	On appointments, vacancy announcements, promotions, and reassignments, enter the official position title and position description number.
16. Pay Plan	GS-General Schedule FWS-Federal Wage Schedule (WG, WL, WS)
17. Occ Code	Enter the four-digit occupational code.
18. Grade or Level	Enter the grade level per the position description.
22. Name and Location of Position's Org.	Use drop down menu to select the location of the position.
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.
	<b>PART D</b>
	This part must be completed for all vacancy announcements, promotions, details, reassignments, and appointments.



# Human Resources Office



	<b>PART E</b>
	This part must be completed for all resignations/retirements. Please ensure blocks 1 through 5 are complete and accurate.

**Additional Documents Required:**

Manpower actions that require a resume to be submitted with SF 52:

- Reassignment
- Temporary Appointment NTE
- Detail NTE
- Temporary Promotion NTE
- Conversion to Excepted Appointment NTE

Benefits actions that require military orders (final copy, not draft) to be submitted with SF 52:

- Absent-US





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Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested		2. Request Number	
ACTION REQUESTED		Not concurrent with AGR	TENURE
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)	

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# Human Resources Office



**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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**FIRST ACTION**

**SECOND ACTION**

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**

   	<JOB TITLE AND PD>  <SEQUENCE # (IF KNOWN) > <PARA/LINE>
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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**

   	USE DROP-DOWN TO SELECT LOCATION
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# Human Resources Office



## PART D - Remarks by Requesting Office

Selecting Supervisor (Name/Phone/Email): \_\_\_\_\_

Position Vice and Reason: \_\_\_\_\_

Type of Appointment: \_\_\_\_\_

Area of Consideration (AOC): \_\_\_\_\_

Military Requirement: \_\_\_\_\_

Min/Max Military Grade, if required: \_\_\_\_\_

Military Compatibility requirements (MOS, CMFs, AFSC, etc): \_\_\_\_\_

OTHER NOTES (Recommended Select Placement Factors, Security Clearance, Driver License, Required Certification, Period to become certified):

[Redacted area for other notes]



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## PART E - Employee Resignation/Retirement

### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

Large empty light blue rectangular area for providing reasons for resignation/retirement.

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

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# Human Resources Office



## Personnel Actions Related to Manpower

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# CUI Human Resources Office

## Requesting Personnel Actions using SF 52



### **Action: Vacancy Announcement (Vice)**

**Description:** When management has a vacant, established and fully funded position, it is then ready to be filled with an employee. Management submits a written request, SF-52, to the Human Resources Office (HRO). Once the HRO receives this request, the “recruitment” process begins. Once completed, a selection is made and the position is “filled.”

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B -Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D – All blocks

**Required Remarks (Part F):** Include how long you would like the vacancy advertised for (T32-minimum 10 days, T5-minimum 3 days). If position is supervisory, include the names of employees that will be supervised.

**Notes:**



# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Reassignment

**Description:** The change of an employee from one position to another without promotion or change to lower grade. Reassignments can be voluntary or management directed (**Management Directed Reassignment**).

**Required Fields:**

- Part A – Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B – Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor)

**Required Remarks (Part F):** Indicate reason for reassignment. If position is supervisory, include the names of all employees that will be supervised.

**Supporting Documents:** Resume supporting qualifications.

**Notes:** Reassignments can only be to same or lower graded positions without competition.



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Requesting Personnel Actions using SF 52



## Action: Temporary Appointment NTE

**Description:** When management has extra MRV Bulk or Lapse Rate funding and the justification to hire an employee or the need to temporarily backfill an absent employee. If a temporary employee is appointed for a period of time exceeding 89 days, they become eligible for Federal Employee Health Benefits and will no longer be eligible for Tricare Reserve Select. Appointment cannot exceed 365 days.

**Required Fields:**

- Part A – Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B – Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor)

**Required Remarks (Part F):** If position is supervisory, include the names of all employees that will be supervised.

**Supporting Documents:** Resume supporting qualifications.





# CUI Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Extend Temporary Appointment NTE

**Description:** When management decides to extend a temporary employee.  
\*If a temporary employee was originally appointed for a period of time not exceeding 89 days, and the extension will take them beyond 89 days, the effective date of their extension starts the 60 day time period to sign up for FEHB.

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B -Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor)

**Required Remarks (Part F):** Indicate reason for extension.

**Notes:** Extension must be submitted a minimum of 5 days before original appointment expiration to avoid issues with pay.



# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Detail NTE

**Description:** A temporary assignment of an employee to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. Details may be granted in increments of 120 days.

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B -Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor)

**Required Remarks (Part F):** Indicate reason for detail. If position is supervisory, include the names of all employees that will be supervised.

**Supporting Documents:** Resume supporting qualifications.



# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Temporary Promotion NTE

**Description:** The change of an employee to a new position with a higher rate of basic pay. An employee can be temporarily promoted for a maximum of 120 days in a twelve (12) month period. If management wants to temporarily promote an employee for a period of time greater than 120 days, the position will need to be competitively announced.

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B -Block 15 (Position Title & Position Description)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor & Position Vice and Reason)

**Required Remarks (Part F):** Indicate reason for temporary promotion and note the NTE date.

**Supporting Documents:** Resume supporting qualifications.



# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Change to Lower Grade

**Description: Voluntary:** A personnel action, requested by the employee, who states he/she is willing to be permanently placed in another position at a lower pay grade for which fully qualified. **Adverse Action:** When an employee will receive a change to lower grade as a result of Adverse Action.

**Temporary Promotion Ending:** The NTE date has been reached or 120 day limitation has been reached.

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name)
- Part B – Block 7 (Higher Graded Position Title- exiting)
- Part B -Block 15 (Lower Graded Position Title-moving to)
- Part B – Blocks 16, 17, 18
- Part B – Block 22 (Location Name & Address)

**Required Remarks (Part F):** Indicate reason for change to lower grade.

**Supporting Documents:** MFR – Employee acknowledgement



# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Supervisor Hierarchy Change

**Description:** A personnel action required when an employee or group of employees require assignment to a different or new supervisor.

**Required Fields:**

- Part A - Blocks 1, 3, 4, 5, 6
- Part B – Block 1 (Name of Supervisor needing changes)
- Part B – Block 22 (Location Name & Address)
- Part D –(Selecting Supervisor)

**Required Remarks (Part F):** Indicate 1) Supervisor's name and all employees they will supervise and 2) who the Higher Level Reviewer (HLR) will be.

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# Human Resources Office



## Personnel Actions Related to the Employee Benefits Section

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# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Absent Uniformed Service (A-US)

**Description:** Initiated when an employee enters Active Duty period (the 1st day of the start of the military order). \*An A-US action that is processed hardcodes the employee as “KG” (Military LWOP). If an employee takes at least 1 hour of leave in a day they are on orders, the employee is not required to be in an A-US status. An A-US action is required for the first full day of non-pay on the technician side.

**Signatures:** Immediate Supervisor (Part A, Block #5); Next Level Supervisor (Part A, Block #6).

**Required Remarks:** None

**Supporting Documents:** Military Orders and all amendments.

**Notes:** Employees entering a period of absence of 30 days or more should contact their individual HR representative and complete a USERRA Checklist.



# Human Resources Office

## Requesting Personnel Actions using SF 52

### Action: Absent Uniformed Service (AUS)



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Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

### REQUEST FOR PERSONNEL ACTION

#### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested ABSENT UNIFORMED SERVICE		2. Request Number
3. For Additional Information Call (Name and Telephone Number) Fred R. Frank, 208-422-7676		4. Proposed Effective Date 16-Sep-22
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Fred. R Frank, Supervisor		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) Valerie P. Ludkoff, Manager

#### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) William P. Musgrave	2. Social Security Number	3. Date of Birth	4. Effective Date 16-Sep-22
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#### FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

#### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

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# Human Resources Office

Requesting Personnel Actions using SF 52



## Action: Return to Duty (RTD)

**Description:** A personnel action which returns an employee to a pay and duty status after a continuous period of military orders, furlough, suspension, LWOP, or placement into a non-pay status. We recommend that the RTD be submitted at the same time as the A-US SF 52.

**Signatures:** Immediate Supervisor (Part A, Block #5); Next Level Supervisor (Part A, Block #6).

**Required Remarks:** None.

**Supporting Documents:**

**Notes:** Employees returning from a period of absence of 30 days or more should contact their individual HR representative and complete a USERRA Checklist.



# Human Resources Office

## Requesting Personnel Actions using SF 52

Action: Return to Duty (RTD)



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Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

### REQUEST FOR PERSONNEL ACTION

#### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested RETURN TO DUTY		2. Request Number
3. For Additional Information Call (Name and Telephone Number) Fred R. Frank, 208-422-7676		4. Proposed Effective Date 16-Sep-22
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Fred. R Frank, Supervisor	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) Valerie P. Ludkoff, Manager	

#### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) William P. Musgrave	2. Social Security Number	3. Date of Birth	4. Effective Date 16-Sep-22
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#### FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

#### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

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## Requesting Personnel Actions using SF 52



### Action: Termination

**Description:** A non-disciplinary separation action initiated by the Agency which results in the employee no longer being employed with the Agency due to reasons such as:

1. Expiration of a temporary appointment upon reaching NTE date. (automatic)
2. Trial/Probationary period where an employee does not meet conduct/performance requirements during their trial/probationary period.
3. Due to Loss of Compatible Military Membership if employed as a Title 32 Technician.
4. Backfill for an employee that was on USERRA, and that employee has returned to duty (30-day memo is issued from HRO).

**Signatures:** Immediate Supervisor (Part A, Block #5); Director Level Supervisor (Part A, Block #6).

**Required Remarks:** Part F, Reason for Termination

**Supporting Documents:**

**Notes:** Permanent and indefinite employees being terminated need to contact their individual HR representative and complete a check list.



# Human Resources Office

## Requesting Personnel Actions using SF 52

Action: Termination



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Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

### REQUEST FOR PERSONNEL ACTION

#### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested TERMINATION		2. Request Number
3. For Additional Information Call (Name and Telephone Number) Fred R. Frank, 208-422-7676		4. Proposed Effective Date 16-Sep-22
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Fred. R Frank, Supervisor	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) Been S. Antbullits, G6	

#### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) William P. Musgrave	2. Social Security Number	3. Date of Birth	4. Effective Date 16-Sep-22
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#### FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

#### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

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## Requesting Personnel Actions using SF 52

### Action: Termination



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2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address ( <i>Number, Street, City, State, ZIP Code</i> )
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#### PART F - Remarks for SF 50

Reason for Termination:

HRO USE ONLY

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Requesting Personnel Actions using SF 52



## Action: Resignation

**Description:** A personnel action, initiated by the employee to the supervisor, ending their employment with the Federal Government. A minimum of two weeks' notice is desired, except in those few instances where a severe hardship would be imposed.

**Signatures:** Immediate Supervisor (Part A, Block #5); Director Level Supervisor (Part A, Block #6); Employee needs to complete Part E, Block 1 – 5).

**Required Remarks:** The resigning employee should state the reason for their resignation in Part E. The entire reason will remain a matter of record.

### Supporting Documents:

**Notes:** Resigning permanent and indefinite employees need to contact their individual HR representative and complete a check list.



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## Requesting Personnel Actions using SF 52

### Action: Resignation

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Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

### REQUEST FOR PERSONNEL ACTION

#### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested RESIGNATION		2. Request Number
3. For Additional Information Call (Name and Telephone Number) Fred R. Frank, 208-422-7676		4. Proposed Effective Date 16-Sep-22
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Fred. R Frank, Supervisor		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) Been S. Antbullits, G6

#### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) William P. Musgrave	2. Social Security Number	3. Date of Birth	4. Effective Date 16-Sep-22
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FIRST ACTION		SECOND ACTION	
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
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# Human Resources Office

## Requesting Personnel Actions using SF 52

### Action: Resignation

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#### PART E - Employee Resignation/Retirement

##### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

Resigning my position to pursue employment opportunities in the civilian sector, and attending college to complete a BS degree in botany.

2. Effective Date 16 SEP 22	3. Your Signature	4. Date Signed 12 AUG 22	5. Forwarding Address (Number, Street, City, State, ZIP Code) 8675309 S Bennet Ave, Boise, ID 83706
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#### PART F - Remarks for SF 50

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Requesting Personnel Actions using SF 52



# Points of Contact (Manpower)

**Supervisory HR Specialist**  
208.272.3341

**HR Specialist  
(Classification)**  
208.272.3343

**HR Specialist  
(Staffing)**  
208.272.3350

**HR Specialist  
(Onboarding)**  
208.272.3344

**HR Specialist  
(Staffing)**  
208.272.3339



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# Points of Contact (Benefits)

**Supervisory HR Specialist**  
208.272.3809

**HR Specialist (A – K)**  
208.272.4560

**HR Specialist (L - O)**  
208.272.4212

**HR Specialist (Lead) (P-Z)**  
208.272.4225



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Requesting Personnel Actions using SF 52



# Points of Contact (SF 52 Inbox)

**Supervisory HR Specialist (Information Systems)**  
208.272.3342

**HR Specialist (HR Development)**  
208.272.4226

**Management Analyst**  
208.272.3336



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