

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.

Extend Temporary Appointment NTE

When management decides to extend a temporary employee. In Required Remarks, indicate the reason for extension. *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 they have to sign up for FEHB.

Conversion to Excepted Appointment NTE

When management decides to reassign a temporary employee from one position to another.

Detail NTE

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. Check local labor agreements and merit promotion plans for specifics.

Extend Detail NTE

When management wants to extend the detail of an employee. Extensions may be granted in increments of 120 days. In Required Remarks, indicate reason for extension.

Promotion

The change of an employee to a new position with a higher rate of basic pay.

Temporary Promotion NTE

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. In Required Remarks section, indicate reason for temporary promotion.

Extend Temporary Promotion NTE

An employee's promotion can be temporarily extended if their original temporary promotion was less than 120 days and the extension will not take them beyond 120 days in a 12 month period.

Change to Lower Grade

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.

Management Directed Change to Lower Grade

When an employee will receive a change to lower grade as a result of Adverse Action. Ensure CNGBI 1400.25, Vol. 752 and Collective Bargaining Agreement are followed when initiating Adverse Action.

Supervisor Hierarchy Change

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

CAO/Transfer to the IDNG

A personnel action required when an employee is transferring from another Federal agency to the IDNG.

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).

Termination

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 a employee that was on USERRA, and that employee has returned to duty. (30-day memo is issued from HRO).

Termination FERS Disability Retirement

A separation action initiated by the Agency when an employee will no longer be employed with the Agency due to a disability or if a Title 32 Technician, loss of military membership due to a medical disqualification.

Termination FERS Discontinued Service

A separation action initiated by the Agency when an employee will no longer be employed with the Agency due to a loss of compatible military membership.

Termination Appt - In

A separation action initiated by the Agency when an employee will move to other Federal employment without a break in service.

Retirement - Voluntary

A personnel action, requested by the employee, ending their federal employment after meeting retirement eligibility.

Retirement - ILIA

A personnel action initiated when an employee elects voluntary retirement in lieu of involuntary separation, defined as any separation against the will and without the consent of the employee for other than a separation for cause on charges of misconduct or delinquency.

Resignation

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.

Suspension

Placement of an employee into a temporary non-pay status and non-duty status (or absence from duty) for disciplinary reason or other reasons pending an inquiry or investigation. In Required Remarks section, indicate reason for suspension.

Removal

A disciplinary separation action from Federal employment initiated by the Agency for misconduct or disqualification, or poor performance when the employee is found to be at fault. Temporary employees may be removed from work due to lack of work or lack of funds. Misconduct occurs when standards of conduct are broken. Misconduct can lead to disciplinary actions such as oral admonishment, written reprimand, suspension, or removal (See CNGBI 1400.25 Vol. 715 and/or CNGBI 1400.25 Vol. 752).

Disqualification means an employee does not meet the conditions of employment, such as failure to pass the physical examination, failure to qualify during the probationary or trial period, or failure to make correct statements on the Federal application/resume.

Fill in only the Parts and blocks listed below

BLOCK #	INSTRUCTIONS FOR PREPARATION OF SF-52
	PART A
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.
	PART 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

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.
	PART D
	This part must be completed for all vacancy announcements, promotions, details, reassignments, and appointments.

	PART E
	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