



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY

PSC 817, BOX 1

FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12296.1B

HR4:KMC:bef

**30 JUN 1997**

NAVSUPPACT NAPLES INSTRUCTION 12296.1B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PREPARATION AND USE OF STANDARD FORM 52 (SF-52), REQUEST FOR PERSONNEL ACTION

Ref: (a) OPM Guide to Processing Personnel Actions

Encl: (1) Detailed Guidance for Preparation of SF-52  
(2) Sample SF-52 of Classification and Recruitment Action  
(3) Sample SF-52 of Recruitment Action

1. Purpose. To implement reference (a) and to provide guidance and instruction for the proper completion of the SF-52 by serviced commands; and to provide a uniform procedure for requesting position/personnel actions from the Human Resources Office (HRO), U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples). The SF-52 is self-contained and does not require an additional cover letter, except under very unusual circumstances. Detailed instructions on preparing the SF-52 are outlined in enclosure (1). Samples of two of the most common requests are provided as enclosures (2) and (3).

2. Cancellation. This instruction cancels CCPO Naples Instruction 12296.1A dated 1 October 1989.

3. Revision. Paragraph 5d has been revised to reflect the requirement for a Comptroller chop on all SF-52 recruitment and classification requests, prior to HRO taking action.

4. Discussion. The SF-52 is a work request for initiating all position/personnel actions. It is used to request and secure internal command clearance and to document approval of personnel actions. It is also used by HRO to record classification, staffing, and other personnel information and to prepare the Personnel Action (SF-50). By properly utilizing the SF-52, both position and personnel actions can be requested and effected simultaneously.

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5. Procedure. The SF-52 is separated into six parts as follows:

- Part A - Used by requesting office
- Part B - Used for preparation of SF-50
- Part C - Used for reviews and approvals by the personnel office
- Part D - Used for remarks by the requesting office
- Part E - Used for employee resignation/retirement
- Part F - Used by the personnel specialist for remarks to be entered on the SF-50

a. Initiating the SF-52. Parts A, B, and D are to be completed by the immediate supervisor having direct responsibility for the action or function involved, if so authorized in accordance with current internal command/activity policy. In the case of a purely personal matter, such as a resignation, retirement, or name change, the SF-52 may be initiated by the employee.

b. Preparation

(1) The SF-52 should be typed or printed following the detailed procedures in enclosure (1).

(2) The remarks section, Part D, is to be used for any additional information or specific requirements not provided for in the other entries.

c. Approval. The SF-52 must be signed and dated by originator in Part A, block 5, and the approving official must sign and date in block 6. The approving official may be the Department Head, organizational equivalent, or above, as authorized by the command/activity head.

d. Routing. For all NAVSUPPACT Naples and Gaeta recruitment and reclassification actions, the original SF-52 must be routed to the Comptroller Department (CR).

6. Responsibilities

a. Heads of commands/activities should designate personnel authorized to initiate and approve requests for personnel actions. Each command is requested to submit to HRO Naples, the names and titles of authorized approving officials.

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b. HRO Naples will review and execute position/personnel actions in accordance with regulations and delegated authority by the Inter-Service Support Agreement (ISSA).

7. Action. All commands serviced by HRO Naples submit SF-52's in accordance with this instruction. Correctly prepared SF-52's will preclude the necessity of obtaining more information and will avoid unnecessary delays in processing your work request.

  
J. COYNE

Distribution:

NAVSUPPACT NAPLES INST 5216.4T

Lists: I; II;

III (less 1.5.8.11.12.13.14.15.

16.18.19.23.28.31.32.32.33.);

IIIA (1.3.7.); IV; V;

VII (6.8.13.16.17.19.21.22.25.)

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DETAILED GUIDANCE FOR PREPARATION OF SF-52

SF-52 ITEM

PART A

REQUESTING OFFICE

INSTRUCTIONS

1. Action Requested  
Identify the specific action requested. Personnel actions include: appointment/reinstatement of a person to position; conversion/transfer; promotion/reassignment or resignation of an employee, etc. On temporary appointments and promotions, indicate "Not to Exceed" (NTE) date. Position actions include: establishment of a new position; cancellation/abolishment of an existing position; and movement of a position from one organizational location to another, amendment, etc. New or amended position descriptions, must be submitted along with a SF-52 and an updated organizational chart.
2. Request Number  
Leave blank.
3. For Additional Info Call  
Enter name and telephone number of the person who can provide detailed information about the personnel request.
4. Proposed Effective Date  
Designate the desired date the action is to become effective.
5. Action Requested By  
Provide the name and title of the requesting official, date signed and the requesting official's signature.
6. Action Approved By  
Provide the name and title of the person authorized to approve the action (normally the department/activity head). Obtain signature and date.

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

**INSTRUCTION**

1. Name  
Enter the name as it appears on official records, when the action is being requested in the name of an employee. Show ``NMN'' if the employee has no middle name. Leave this block blank when the action does not apply to an individual employee.
2. Social Security Number  
Enter the employee's social security number, if applicable.
3. Date of Birth  
Enter the employee's date of birth, if applicable.
4. Effective Date  
Designate the desired date the action is to become effective.
5. 5-A through 6-F  
Leave blank.
7. From: Position Title  
Complete only if applicable to requested action. Enter the current position title, PD number as stated on official PD, or SF-50 of incumbent.
8. Pay Plan  
Enter appropriate pay plan (e.g., GS, WG, Ua, Uc, etc.), if applicable.
9. Occupational Code  
Enter the appropriate series of position (e.g., 322, 318, 801, etc.), if applicable.
10. Grade or Level  
Enter the appropriate grade level (e.g., 05, 07, etc.), if applicable.
11. Step or Rate  
Enter the appropriate step of the employee, if applicable.
12. Salary  
Enter the salary of the employee, if applicable.
13. Pay Basis  
Enter the pay basis (PM for per month, PH for per hour), if applicable.
14. Name and Location of Position  
Enter the complete, current organizational location with

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code (e.g., U.S. Naval Support Activity, Naples, Italy, Supply Department, Control Division, Receipt Control Branch), if applicable.

15. To: Position Title

Complete if action is Recruitment.

16. through 21.

Refer to items 8 through 13. If the position has not been established, leave blank.

22. Name and Location of Position

Refer to item 14.

23. through 51.

Leave blank.

**PART D**  
**REMARKS BY REQUESTING OFFICE**

**INSTRUCTIONS**

Provide any relevant information explaining action requested. Additional information may include:

- (1) Special conditions or selective factors such as a driving requirement, electrical or mechanical experience required, 25 percent or more travel requirement, or emergency position.
- (2) Reasons for requesting a temporary appointment or extension and the NTE date.
- (3) Dates and reasons for detail (i.e., incumbent is on extended Leave Without Pay or sick leave).
- (4) The type of recruitment action required (i.e., CONUS, local hires, area of consideration for recruitment, etc).
- (5) Supervisory certification advising that a trainee meets all performance requirements for promotion to the target position, PD number.
- (6) Type of appointment (i.e., Part-time, scheduled/unscheduled, intermittent, etc.), NTE No. hours.

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PART E - EMPLOYEE RESIGNATION

INSTRUCTIONS

Employee enters specific reasons for resignation/retirement. If the resigning employee is unavailable to fill out this section, the supervisor of the employee must annotate "Employee unavailable for signature".

PART F - REMARKS FOR SF-50

INSTRUCTIONS

Leave blank. This section is to be used by personnel specialist when preparing the final SF-50.

**REQUEST FOR PERSONNEL ACTION** 30 JUN 1997

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

Requested <b>CLASSIFICATION AND RECRUITMENT</b>		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN R. MARSHALL NSA X4333		4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) DAVID E. SMALL Head, Receiving Division 10/1/89	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) ROBERT C. SHEETS Supply Officer 10/1/89	

**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 Supply Clerk PD #N600381
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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
						GS	2005	05			PA
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 U.S. NAVAL SUPPORT ACTIVITY Supply Department Receiving Division Naples, Italy FPO NY 09521
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**EMPLOYEE DATA**

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10 Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period

**POSITION DATA**

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Naples, Italy		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
		50. Veterans Status	51. Supervisory Status	

**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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**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

**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.

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.

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

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.)

2. Effective Date	3. Your Signature	3. Date Signed	4. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

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REQUEST FOR PERSONNEL ACTION

<b>PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)</b>	
1. Position Requested RECRUITMENT	2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN R. MARSHALL NSA X4333	4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) DAVID E. SMALL Head, Receiving Division 10/1/89	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) ROBERT C. SHEETS Supply Officer 10/1/89

<b>PART B - For Preparation of SF-50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)</b>			
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 Supply Clerk PD #N600385
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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
						Ua	2005	05			PM
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 U.S. NAVAL SUPPORT ACTIVITY Supply Department Receiving Division Naples, Italy FPO NY 09521
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<b>EMPLOYEE DATA</b>		24. Tenure	25. Agency Use	26. Veterans Preference for RIF
23. Veterans Preference	1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10 Point/Other 6 - 10-Point/Compensable/30%	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		YES <input type="checkbox"/> NO <input type="checkbox"/>
27. FEGLI		28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period	

<b>POSITION DATA</b>		35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
34. Position Occupied	1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	E - Exempt N - Nonexempt		
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Naples, Italy			

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
			50. Veterans Status	51. Supervisory Status

<b>PART C - Reviews and Approvals (Not to be used by requesting office.)</b>					
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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**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

**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.

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.

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

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.)

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

**PART F - Remarks for SF 50**