

APPENDIX 4G-1

REASSIGNMENT - MANAGEMENT INITIATED OR EMPLOYEE REQUEST **CHECKLIST**

SF 52 - Reassignment

1. The reason for the request should be entered in the remarks section, Part D.

2. Signatures: Part A

Block 5. Signature of immediate supervisor or employee if action is at employee's request.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in chain of command and for signatures of individuals in the gaining unit and major command. AO of major command must sign in block 6.

3. To assure that the excepted technician is assigned to a compatible military position, the following statement must be entered in Part D of the SF 52: "(Enter rank/name of technician) will be assigned to the compatible position of (Enter position title, occupational skill, and unit), prior to the effective date of this action. Future military assignments of this technician will be coordinated with AL-HRO prior to effecting the action."

4. There must be a valid reason for a management-directed reassignment and this reason must be fully documented in remarks of SF 52.

5. Submit original only.

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested REASSIGNMENT		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) JANE L. ANY, AIR CMDR, 23 FEB 09

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) EVERYBODY, HENRY L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	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 MANAGEMENT ANALYST F0210000 FC: 3310 (List FC if Air Guard)	15. TO: Position Title and Number MANAGEMENT ANALYST F0212200 FC: 2210 (List FC if Air Guard)
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8. Pay Plan GS	9. Occ. Code 0200	10. Grade or Level 07	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0222	18. Grade or Level 07	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 JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 187FW	22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 117ARW
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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 Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	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	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) BIRMINGHAM, BIRMINGHAM, ALABAMA	

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

This action is requested in order to fill a critical position which has been vacant for four months and is with the consent of the technician. SSgt Everybody will be assigned to the compatible position of Information Specialist, 3S0X1, 117th ARW, prior to the effective date of this action. Future military assignments of this technician will be coordinated with HRO.

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.

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.

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

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	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4H - 1

CHANGE TO LOWER GRADE - MANAGEMENT INITIATED **CHECKLIST**

SF 52 - Change to Lower Grade - Management Initiated (must be action due to adverse action procedures or mission requirements).

1. SF 52 should be submitted to AL-HRO with a copy of the letter, Decision to Change to Lower Grade in adverse action cases.

2. The reason for the request should be entered in the remarks section.

3. Signatures: Part A

Block 5. Signature of immediate supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in chain of command, and the commander of the gaining unit. AO of major command must sign in block 6.

4. To assure that the excepted technician is assigned to a compatible military position, the following statement must be entered in Part D of the SF 52: "(Enter rank/name of technician) will be assigned to the compatible position of (Enter position title, occupational skill, and unit), prior to the effective date of this action. Future military assignments of this technician will be coordinated with AL-HRO prior to effecting the action."

5. Submit original only.

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested CHANGE TO LOWER GRADE - MANAGEMENT INITIATED		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, SUPV, 22 FEB 09	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09	

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) HAPPY, JANE L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	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 TRAINING TECHNICIAN R0251100 FC: 3310 (List FC if Air Guard)	15. TO: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)
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8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 10	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 09	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 JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 122D SPT GP	22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF
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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 Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant			
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	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	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) MONTGOMERY, MONTGOMERY, ALABAMA			

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

This request is to meet a definite management need. This action is requested to fill a critical position which has been vacant for six months. The vacancy was announced; however, there were no applicants. 1Lt Happy will be assigned to the compatible position of 25B, HQ, 1/167th INF prior to the effective date of this action. Future military assignments of this technician will be coordinated with JFHQ, AL/J1-HRO prior to effecting the action.

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.

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.

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

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	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4I-1

CHANGE TO LOWER GRADE AT TECHNICIAN'S REQUEST **CHECKLIST**

SF 52 - Change to Lower Grade - (at technician's request)

1. The reason for the request should be entered in the remarks section, Part D. Request for change to lower grade must be coordinated with losing and gaining organizations.

2. Signature: Part A

Block 5. Signature of individual.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in chain of command and for signatures of individual in the gaining unit and major command. AO of major command must sign block 6.

3. To assure that the excepted technician is assigned to a compatible military position, the following statement must be entered in Part D, of the SF 52: "Selectee is a member of (enter unit of assignment), and holds the military grade of (enter rank/grade). Selectee is assigned to the compatible position of (enter position title, occupational skill), as required by current NGB compatibility criteria. Future military assignments (either unit, grade, or MOS/AFSC/OS) of this technician will be coordinated with the Human Resources Office prior to effecting the action."

4. Submit original only.

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested CHANGE TO LOWER GRADE		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JODI L. HAPPY		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANYONE, AO, 23 FEB 09

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) HAPPY, JODI L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	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 TRAINING TECHNICIAN R0251100 FC: 3310 (List FC if Air Guard)	15. TO: Position Title and Number TRAINING TECHNICIAN R0255100 FC: 3310 (List FC if Air Guard)
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8. Pay Plan GS	9. Occ. Code 1702	10. Grade or Level 10	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18. Grade or Level 09	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 JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 122D SPT GP	22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 HQ, 1/167TH INF
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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 Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	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	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) MONTGOMERY, MONTGOMERY, ALABAMA		

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 _____

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

This action is at the request of the individual so that he can relocate near his elderly parents. Action has been coordinated with the losing organization. Individual is a member of the HQ, 167th INF and holds the military grade of 1Lt. He is assigned to the compatible position of Asst S-3, occupational skill 15C, as required by the current NGB compatibility criteria. Future military assignments (either unit, grade, or MOS/AFSC/OS) of this technician will be coordinated with the JFHQ, AL/J1-HRO prior to effecting the action.

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.)

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

APPENDIX 4J-1

DETAIL CHECKLIST

SF 52 - Detail - NTE (enter date detail will expire)

1. A detail is the temporary assignment of a technician to a different position, normally at the same grade. Details will be limited to increments of one hundred twenty (120) days not to exceed a total of 12 months. A detail to a higher grade position will be accomplished only when there are compelling reasons.

If a detail to a higher grade position is for more than one hundred twenty (120) days, it must be done under merit placement procedures.

2. Thorough justification for the detail will be entered in the remarks section.

3. Do not use this example for a temporary promotion. If the detail is to a higher grade position and the technician is to be given a temporary promotion use the checklist for temporary promotion, Appendix 4L-1.

4. Signatures: Part A

Block 5. Signature of immediate supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be used for signatures of other individuals in the chain of command.

5. Submit original only

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested DETAIL NTE 16 JUNE 2009		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, AO, 22 FEB 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANY, AIR CMDR, 23 FEB 09

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) HAPPY, JODI L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	4. Effective Date
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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 SUPPLY TECHNICIAN 8035000 FC: 3310 (List FC if Air Guard)	15. TO: Position Title and Number MATERIALS HANDLER 8045000 FC: 2210 (List FC if Air Guard)
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8. Pay Plan GS	9. Occ. Code 2005	10. Grade or Level 06	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Code WG	17. Occ. Code 2075	18. Grade or Level 07	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 JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 187FW	22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 187FW
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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 Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	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	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) MONTGOMERY, MONTGOMERY, ALABAMA		

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

This action is requested that we might staff a critical position while the incumbent is in LWOP status attending Service School.

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.

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.

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

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	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4K-1

TERMINATE DETAIL
CHECKLIST

SF 52 - Terminate Detail

1. Signatures: Part A

Block 5. Signature of immediate supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be use for signatures of other individuals in the chain of command.

2. The reason for the termination should be shown in Part D.

3. Submit in original only

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested TERMINATE DETAIL		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 06-20-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JOHN L. DOE, AO, 01 JUN 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY L. ANYONE, AO, 02 JUN 09

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) HAPPY, JODI L.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	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 MATERIALS HANDLE 8045000 FC: 2210 (List FC if Air Guard)	15. TO: Position Title and Number SUPPLY TECHNICIAN 8035000 FC: 3310 (List FC if Air Guard)
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8. Pay Plan WG	9. Occ. Code 2075	10. Grade or Level 07	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2005	18. Grade or Level 06	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 JFHQ, AL, P.O. Box 3711 MONTGOMERY, AL 36109-0711 187fw	22. Name and Location of Position's Organization JFHQ, AL, P.O. Box 3711 MONTGOMERY, AL 36109-0711 187fw
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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 Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	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	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) MONTGOMERY, MONTGOMERY, ALABAMA	

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

Incumbent has returned from LWOP.

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.

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.

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

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	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

APPENDIX 4L-1

TEMPORARY PROMOTION
CHECKLIST

SF 52 - Temporary Promotion

1. A temporary promotion must be for a period of at least thirty (30) days. A temporary promotion for more than one hundred twenty (120) days must be announced and filled through merit placement procedures.

2. Enter thorough justification for the temporary promotion in Part D of the SF 52. A temporary promotion cannot create a grade inversion situation.

3. A technician selected for a temporary promotion shall be given advance notice of the reasons the promotion is temporary, the expected duration, and his right to return to his position when the period of temporary promotion ends. A sample memorandum and acceptance statement is attached. A copy of the memorandum and a copy of the signed acceptance statement will be attached to the SF 52.

4. Signatures: Part A

Block 5. Signature of immediate supervisor.

Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in the chain of command.

5. Submit original only.

REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested TEMPORARY PROMOTION NTE 17 JUL 09		2. Request Number
3. For Additional Information Call (Name and Telephone Number) JOHN L. DOE, 222-0000		4. Proposed Effective Date 03-15-09
5. Action Requested By (Typed Name, Title, Signature, and Request Date) JANE L. HAPPY, SUPV, 22 FEB 09		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) HENRY A. ANY, AIR CMDR, 23 FEB 09

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) SMITH, JOHN H.	2. Social Security Number 999-99-9999	3. Date of Birth 01-01-89	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 AUTOMOTIVE WORKER R8109000 FC: 3310 (List FC if Air Guard)						15. TO: Position Title and Number AUTOMOTIVE WORKER SUPV R8115000					
8. Pay Plan WG	9. Occ. Code 5823	10. Grade or Level 09	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan WS	17. Occ. Code 5823	18. Grade or Level 09	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 JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 FMS #28						22. Name and Location of Position's Organization JFHQ, AL, P.O. BOX 3711 MONTGOMERY, AL 36109-0711 FMS #28					

EMPLOYEE DATA

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

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career		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) MOBILE, MOBILE, ALABAMA		

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

CONTINUED ON REVERSE SIDE
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

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

This action is requested that we might staff a critical position while the incumbent is in LWOP status attending Service School.

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.

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.

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

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	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

Individual has been informed in advance of reasons and conditions for this promotion.

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR: SFC John H. Smith, Unit Address

SUBJECT: Temporary Promotion

1. You have been selected for a temporary promotion to the position of Automotive Worker Foreman, R8115000, WS-5823-09, during the absence of the incumbent CW3 Jessie A. Blow. Mr. Blow is currently attending school and is expected to return to his duties on or about 28 April 2010.
2. You will be returned to your permanent position of Automotive Worker, R8109000, WG-5823-09, either upon Mr. Blow's return from school or when you are no longer needed in the higher grade.
3. This temporary promotion is for a period not to exceed 27 April 2010; however, you may be terminated at an earlier date should the incumbent return to this position sooner than anticipated.

AUTHORITY LINE:

JOHN H. DOE
CPT, SC, AL ARNG
Admin Officer

(DATE)

STATEMENT

I wish to accept the temporary promotion to Automotive Worker Foreman, R8115000, WS-5823-09.

I understand that this promotion is not permanent and that I will be returned to my regular position, grade and step either upon return of incumbent from service school or when I am no longer needed in the higher grade.

(Signature)