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

## **REQUEST FOR PERSONNEL ACTION**

	- Reques REQUEST		Office (A	Also comp	lete Part	t B, Items 1,	7-22, 32	2, 33, 36	(and 39.)						2	2. REQUE	ST NUMI	3ER
3. FOR ADDITIONAL INFORMATION CALL (Name and Telephone Number)															4. PROPOSED EFFECTIVE DATI			
5. ACTION	REQUESTE	D BY (T	Typed Nan	ae, Title, Si	gnature, a	nd Request Da	te)		6. ACTION	AUTHO	RIZED I	BY (Typed Na	ne, Title	, Signatur	re, and Co	ncurrenc	ce Date)	
PART B				F 50 (Us	e only co	odes in FPM	Supple	ment 29	2. SOCIAL					) E OF BIRT	ГН 4	4. EFFEC	TIVE DA	, re
FIRST A	1								SECONI	_								
5-A. CODE	5-B. NATU	JRE OF	ACTION						6-A. CODE	6-B. N	IATURE	OF ACTION						
5-C. CODE	DE 5-D. LEGAL AUTHORITY						6-C. CODE	6-C. CODE 6-D. LEGAL AUTHORITY										
5-E. CODE	5-F. LEGAL AUTHORITY						6-E. CODE	6-E. CODE 6-F. LEGAL AUTHORITY										
7. FROM: Position Title and Number							15. TO: F	15. TO: Position Title and Number										
8. Pay Plan	. Occ. Code	10. Grad	de or Level	11. Step or F	Rate 12. To	OTAL SALARY		13. Pay Ba	asis 16. Pay Plan	17. Occ.	. Code	18. Grade or Leve	19. St	ep or Rate	20. TOTAL	. SALARY/	AWARD	21. PAY BASIS
12A. BASIC P	AY	12B.	LOCALITY A	DJ.	12C. ADJ. B	BASIC PAY	12D. OT	HER PAY	20A. BASIC F	AY	:	20B. LOCALITY A	.DJ.	20C. AD	J. BASIC PA	AY	20D. OTHE	R PAY
EMPLO'	EE DAT	Ά																
23. VETERANS PREFERENCE								0 - NO	24. TENURE 25. AGENCY USE 0 - NONE 2 - CONDITIONAL						26. VETERANS PREFERENCE FOR RIF			
1 - NONE 2 - 5-POINT 3 - 10-POINT/DISABILITY 5 - 10-POINT/OTHER 6 - 10/POINT/COMPENSABLE 6 - 10/POINT/COMPENSABLE/30%  27. FEGLI								1 - PERMANENT 3 - INDEFINITE  28. ANNUITANT INDICATOR						29. PAY RATE DETERMINANT				
30. RETIREMENT PLAN					31. SERVICE	COMP. DA	ATE (LEAVE	32. WORK	32. WORK SCHEDULE						33. PART-TIME HOURS PER BIWEEKLY PAY PERIOD			
POSITION DATA  34. POSITION OCCUPIED 35. FLSA CATEGORY							26 APPRO	36. APPROPRIATION CODE							37. BARGAINING UNIT STATUS			
34. POSITION OCCUPIED  1 - COMPETITIVE SERVICE 3 - SES GENERAL 2 - EXCEPTED SERVICE 4 - SES CAREER RESERVED					E - EXI		30. AFFRO	SOLUTION NOT NOT NOT NOT NOT NOT NOT NOT NOT N										
38. DUTY S	TATION CC	DE				39. DUTY S	TATION	(City - Co	ounty - State or	Overse	as Loca	ution)						
40. AGENC	SENCY DATA IA POS. 41. NEW POSITION 4		42. REGRADE	42. REGRADED POSITION 43. VIC			CE: 44. QUAL			IFICATION STANDARDS USED								
45. EDUCA	45. EDUCATIONAL LEVEL 46. YR. [		EGREE TR	AINED	47. ACADEMIC D	ISCIPLINE 48. FU		FUNCTIONAL (	INCTIONAL CLASS		49. CITIZENSHIP  1 - USA 8 - OTHER			50. VIETNAM ERA VET. 51 V - YES N - NO			SORY STATUS	
	PART C - Reviews and Approvals (Not to be use 1. OFFICE/FUNCTION INITIALS/SIGNATURE						OFFIC	OFFICE/FUNCTION			INITIALS/SIGNATURE					DATE		
A. POSITION AUTHORIZED									D. LANG PROF	UAGE								
B. CLASS	IFICATION								E. TESTI	E. DRUG YES TESTING NO								
C. PLACEMENT						F.												
						rm is accurate ry requirements		the	SIGNATUR	E							APPR	OVAL DATE

	s by Requesting Office	omm1 !		/actionment?					
	: Do you know of additional or conflicting reasons for the e these facts on a separate sheet and attach to SF 52.)	/retirement?							
PART E - Employe	ee Resignation/Retirement								
Vou are requested to	<b>PRIVAC</b> furnish a specific reason for your resignation or retirement	Y ACT STA							
and a forwarding a decision regarding y used to determine y Your forwarding ad documents you show	oddress. Your reason may be considered in any future our re-employment in the Federal service and may also be rour eligibility for unemployment compensation benefits, dress will be used primarily to mail your copies of any uld have or any pay or compensation to which you are	e	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.						
entitled.	requested under authority of sections 201, 2201, and 9506		may result	thing of this information is voluntary; however, failure to provide it in your not receiving: (1) your copies of those documents you					
	requested under authority of sections 301, 3301, and 8506. Sections 301 and 3301 authorize OPM and agencies to		should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.						
2. EFFECTIVE DATE	3. YOUR SIGNATURE	4 DATE SIGN	NED	5. FORWARDING ADDRESS (Number, Street, City, State, ZIP Code)					
PART F - Remarks	s for SF 50								