

New SF-52 Procedures

Human Resource Office
December 2008

Overview

- Standard Form (SF) 52
- Completion of the SF-52
- SF-52 Checklists
- NEW Routing Procedures for SF-52s
 - New Vacancy Advertisement Procedures
- Staffing Points of Contact

Standard Form (SF) 52

- Request For Personnel Action
- Used by the Human Resource Office to document personnel actions and advertisements
- Mandatory for technician advertisements and personnel actions

Completion of SF-52

- Responsibility for Completion
 - Supervisor
- Use SF-52 Handbook (2003) to assist in completion
 - Follow applicable samples in Handbook
- Use SF-52 checklists to assist in completion
 - Checklist used by Wing HR Remote to quality check form before submitting to State HRO

SF-52 Checklists

- Technician Advertisement Checklist
 - For any Technician Advertisement (position)
 - For any Dual Bid Advertisement (position)
- Technician Personnel Action Checklist
 - For any Technician request for personnel action (person)

SF-52 Checklists

- AGR Advertisement Checklist
 - For any AGR Advertisement (position)
- AGR Personnel Action Checklist
 - For any AGR request for personnel action (person)

SF-52 Checklists (cont'd)

- SF-52 Checklist **MUST** accompany SF-52 to HRO
 - SF-52's missing checklist or information will be returned without action

New SF-52 Routing Procedure

1. Supervisor completes SF-52 and forwards to HR Remote
 - Follow Chain of Command and any applicable local routing procedures (i.e. Partnership Council)
 - SF-52 MUST be routed through HR Remote before sending to the State HRO

New SF-52 Routing Procedure

2. HR Remote uses SF-52 checklist to QC the form and

- Forward to State HRO if Complete

OR

- Return to Supervisor if Incomplete

New SF-52 Routing Procedure

3. HRO Remote will e-mail signed and completed SF-52 with checklist and all applicable attachments to:

NGMIHROASSETS@ng.army.mil

- Electronic Signatures Accepted

4. State HRO Assistant will print and route for processing

New SF-52 Routing Procedure

5. SF-52 Routed to Respective Staffer for processing
 - NEW Procedure for Advertisements
 - Draft Vacancy Announcements Discontinued due to new Checklists

New SF-52 Routing Procedure

Required Documents for Submission:

- SF-52 Checklist certified by HR Remote
- Completed SF-52 Form
- Any additional required documents for the type of action being requested
 - See SF-52 Handbook

New SF-52 Routing Procedure

- **15 December 2008**
 - **Effective Date of Implementation for Checklists and New Routing Procedure**

Technician Staffing Points of Contact

POSITION GRADE	ORGANIZATION	POC	NUMBER
GS/FWS 11 & ABOVE	ALL MIANG	MSgt Devon Lavengood	517-481-7698
GS/FWS 10 & BELOW	110th FIGHTER WING	Ms. Jody Young-Woodbury	517-481-7699
GS/FWS 10 & BELOW	127th WING	SSgt Jordan Flaga	517-481-7697
HR ASSISTANT LOG SF-52S	ALL MIANG & MIARNG	Ms. Joi Hill	517-481-7696

AGR Staffing Points of Contact

POSITION GRADE	ORGANIZATION	POC	NUMBER
ANG AGR POSITIONS	ALL MIANG	Lt Col Alice Niedergall	517-481-7706
ANG AGR POSITIONS	ALL MIANG	MSgt Shanna Schott	517-481-7701

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