

September 24, 2007

SUBJECT: FY 2008 SF-52 Case Numbers and Submission Procedures

TO: MWA Administrative Officers

THROUGH: Diane Strub /s/  
Deputy Area Director

FROM: Deborah Agee /s/  
Area Human Resources Assistant

The following is the synopsis of the Midwest Area's Fiscal Year SF-52 submission procedures.

Please continue to follow the non-citizen procedures. Just remember - to hire a non-citizen as a Federal employee requires a positive name trace be completed first. The Midwest Area Web Page at [www.mwa.ars.usda.gov](http://www.mwa.ars.usda.gov) has a link through the Program Admin Support Task Group (PASTG) to the MWA Non-U.S. Citizen Chart which gives mapped out procedures to bring a non-citizen into your location facility. If you have any non-citizen questions, please feel free to contact me by e-mail at [Deb.Agee@ars.usda.gov](mailto:Deb.Agee@ars.usda.gov) or Marie at [Marie.Bishop@ars.usda.gov](mailto:Marie.Bishop@ars.usda.gov)

You can now start using A08" as the first two digits of your SF-52 Request Numbers and begin with A0100" as the last four digits of your SF-52 Request Numbers. As a reminder:

Positions 1 and 2: Fiscal Year = 08

Positions 3, 4, 5 and 6 = Fourth level of Mode Code (i.e. West Lafayette is 3602)

Position 7 = Zero (0)

Positions 8, 9 and 10 = Three-digit sequential numbers beginning with A100.@

1. **Category (Cat) 1 Position Recruits** - The original SF-52 and AD-332 Position Description Coversheet for **all** actions on Cat 1 positions must be sent through me for Area Director (AD) approval (copies not needed). E-mail the Position Description to my attention as a Word document so I may electronically request NPS approval to recruit.
2. **Category 4 Position Recruits** - The original SF-52 and AD-332 Position Description Coversheet for **all** actions on Cat 4 positions must be sent through me for AD approval and signature (copies not needed). E-mail the Position Description to my attention as Word document so I may electronically request NPS approval to recruit.
3. **Category 2 Position Recruits and Extensions** - The original SF-52 and appropriate documentation for **all** actions including extensions on Cat 2 Research Associate (Post Doc) positions must be sent through me for AD approval (copies not needed).
4. **Category 3, 5, 6, 7, 8, 9 Recruits** –
  - a. If the vacancy was listed on the >08 Position Staffing Plan (PSP) – vice or new

position and recruiting is within established Full Performance Level (FPL) shown on PSP, and is not an administrative support position, send the recruit SF-52 directly to Human Resources Department (HRD) Western Services Branch (WSB) with a copy to me.

- b. If the vacancy is for an Administrative Support position and listed on the '08 PSP – vice or new recruit, the recruit SF-52 must be sent through me for the Deputy Area Director (DAD) approval and signature (copies not needed).
- c. If the vacancy is not listed on the >08 PSP, the original SF-52 must be sent through me for AD approval. E-mail or fax me a memo requesting and justifying new Research Associate or PFT positions. The request should identify the Research Unit, supervisor and funding. When AD approval is received, a new position number can be requested from WSB. Send the original SF-52 to me for AD signature on the SF-52 (copies not needed) with a copy of AD approval memo attached.

5. **Promotions of Category 3, 5, 6, 7, 8, 9 Positions -**

- a. Within the Established Full-Performance Level (FPL) for other than Administrative Support positions - Send the SF-52 directly to WSB with a copy to me.
- b. Beyond/above the Established FPL - Send the Accretion of Duties or Recruit SF-52 through me for AD approval (copies not needed; I will return a copy).
- c. If the promotion is for an Administrative Support position and the action is either for a promotion within the FPL or accretion above the FPL, the original SF-52 and AD-332 Position Description Coversheet must be sent through me for DAD approval and signature (copies not needed). E-mail the Position Description to my attention as Word document.

6. **Category 0 - Student Temporary Employment Program Employees (STEP); Category 7 - Legal Authority Appointments (L/A); Category 0 - Student Career Employment Program (SCEP); Recruits/Appointments/Extensions/Conversions to higher grade -**

- a. If the vacancy was listed on the '08 PSP or if it is a vice action, send the SF-52 direct to WSB with a copy to me.
- b. Extensions, Conversions to higher grade (any type of Conversion) and Work Schedule Changes, send the SF-52 direct to WSB with a copy to me.
- c. New STEP, L/A, SCEP position numbers can be requested from WSB and appointing SF-52 sent directly to WSB with a copy to me. HOWEVER, SCEP positions should be

discussed with AD first if identified for a SY (Cat 1 or 4) position.

7. **Extensions of Temporary/Term Appointments (excluding Research Associates) -**

- a. Extensions for Temp/Term appointments other than a Research Associate, send the SF-52 directly to WSB with a copy to me.
- b. Extensions for Research Associate, send the SF-52 to me for AD approval and signature (copies not needed).

8. **Changes in Work Schedules/Tours of Duty -**

- a. For student appointments and other temporary positions, send the SF-52 directly to WSB with a copy to me.
- b. For permanent positions, send the SF-52 directly to WSB with a copy to me.

9. **Separations -**

- a. For all separations: Retirement, Termination, Expiration of Appointment, Resignation, **except** when AD signature is required (i.e. removals - or as immediate supervisor) send the SF-52 directly to WSB with a copy of the SF-52 to my attention.
- b. All separation SF-52s must state either "Retain Position" or "Abolish Position." Note: Area Director's approval is required for abolishing all permanent positions.
- c. You can retain a position number and retaining the number does not mean the position has to be refilled identically. Recruiting at or establishing a higher full performance grade level (FPL) of vice positions requires Area Director's approval.
- d. If it is known that the employee will not work the complete final pay period before separating, annotate in Part D on reverse of the separation SF-52, "Separating employee did not complete tour of duty final pay period and will not accrue leave."
- e. On Retirement SF-52s, in Part D, state if the retiree=s Retirement Certificate and Retirement Letter are needed for presentation at the retiree=s party/dinner and the date of the event. Retirement applications and other necessary retirement paperwork should be sent to Retirement & Benefit Staff in advance of the effective date of the retirement to avoid a delay of the retirement annuity.
- f. All separation SF-52s must be faxed or e-mailed to The TALX Corporation with the completed TALX Employee Separation form. Contact me if you need the forms and contact numbers.
- g. Follow the Leave Policy & Procedures 402.6, dated September 29, 1997 (amended 12/8/97 and 6/22/07), Appendix A on Lump Sum Procedures. If there are leave errors in

the NFC Database, please send the AD-581 with audit and copy of final T&A to my attention for updates (TINQ) to the database. Reminder: Audits must be signed by supervisor of employee.

≡ **OVERALL INFORMATION AND REMINDERS** ≈

- § WSB normally needs a minimum of one full pay period before a requested effective date to process an action. Include this time frame in your calculations when initiating your SF-52's. Also include a few more days in your calculations if the SF-52 must come through the Area Office. A longer processing time should be expected for SY and Research Associate positions due to more detailed classification process requirements. WSB will not back-date actions, therefore your paperwork must be submitted in a timely manner to avoid delays in processing and effect dates.
- § A copy of all SF-52's sent direct to Human Resources Division (HRD), Western Services Branch (WSB) must be sent to me at the same time as the original to WSB.
- § When you need new PFT position numbers not identified on the FY '08 PSP, after receiving AD approval for the position, contact your assigned servicing HR Specialist in WSB for a new number.
- § When you need new STEP/LA/SCEP and TEMP/TERM position numbers not identified on the FY '08 PSP, contact your assigned servicing HR Specialist in WSB for a new number (AD approval no longer required).
- § Please e-mail your HR Specialist in WSB as soon as you become aware of the date you are bringing on board a LA or STEP especially those with a short processing time before enter on duty effect date.
- § Diane Strub and I have LA/STEP delegation for all of the Midwest Area and can help when you're in travel status, on vacation, etc.
- § When I forward approved SF-52's and any other personnel-related forms to WSB, the forms are sent via overnight mail and a copy of the approved forms returned to you with date to HRD annotated in upper right corner.

Please follow the above procedures to avoid delay in processing at the Area and Headquarters levels. If you have any questions concerning these procedures, don't hesitate to e-mail me at [Deb.Agee@ars.usda.gov](mailto:Deb.Agee@ars.usda.gov) or call me at (309) 681-6633.