

Part 310 – Personnel Action Guidance for Supervisor and Hiring Manager

Subpart B – Nonrecruitment Action Requests

310.10 Introduction

A. Standard Form (SF) 52, “Personnel Action Request,” is usually initiated by a supervisor who wants to take a personnel action, such as a career ladder promotion of an employee; occasionally, the personnel office initiates the form.

B. An SF-52 must be prepared for all accessions, conversions, and separations and for all corrections and cancellations of these actions. For these actions, SF-50, “Notification of Personnel Action,” is required both as official notification to the employee and as official documentation of the action.

C. The following guidance provides step-by-step instructions for supervisors to initiate a request for a personnel action on current Federal employees.

D. Section 310.26 provides a list of common personnel actions, and section 310.25 has navigation information on the HR SharePoint site, <https://nrsc.sc.egov.usda.gov/mgmt/csd/MRP/Forms/AllItems.aspx>

310.11 Responsibility of the Supervisor

A. Classification Action Only

- (1) Submit major changes to a position description (PD) for reclassification
- (2) Prepare a new Form AD-332, “Position Description Cover Sheet”
- (3) Prepare an SF-52
 - (i) Part A – Requesting Office
 - Box 1: Classification Action Only.—Include name of supervisor.
 - Box 2: Request Number.—Completed by administrative support staff.
 - Box 3.—Appropriate point of contact for information, title, phone number.
 - Box 4: Proposed Effective Date.—Minimum 3 weeks out.
 - Box 5: Action Requestor.—For the first-line supervisor’s signature, to include typed name, title, and date. Box 6: Action Authorized By.—For the second-line supervisor signature, to include typed name, title, and date.
 - (ii) Part B – For Preparation of SF-50
 - Complete boxes 15 and 16.
 - Complete box 22 – Name and Location of Position’s Organization.
Sample organizational structure code
16- NRCS
__-Associate Chief of Operations or Conservation (Assoc Ch Ops or Consvr)
__-Soil Science and Resource Assessment (SRRA)
___-Soil Science (SS)
__-National Soil Survey Center (NRSC)
__-Soil Research and Laboratory (SRL)
__-Research
 - (iii) Attach both the old PD and AD-332 and the new PD and AD-332 to the SF-52.

Title 360 – National Instruction

- (iv) Provide all documents to administrative support staff to upload to the Personnel Action Tracking System (PATS) for the human resources (HR) servicing center to retrieve for action.

B. Preparation of SF 52 for All Other Nonrecruitment Action Requests

- (1) Part A: Requesting Office
 - (i) Box 1: Actions Requested.—Describe what is being sought for the employee.
 - (ii) Box 2: Request Number.—Completed by administrative support staff.
 - (iii) Box 3.—Appropriate point of contact for information, title, and telephone number.
 - (iv) Box 4: Proposed Effective Date.—At least 3 weeks out.
 - (v) Box 5.—Supervisor name, title, signature, and date.
 - (vi) Box 6.—Second-level supervisor name, title, signature, and date.
- (2) Part B: Preparation of SF-50
 - (i) If employee is leaving a position for any reason, complete the following:
 - Box 1
 - Boxes 7-13 if the data is known, otherwise leave blank
 - Box 14 must be completed
 - Boxes 15- 22 leave blank
 - Box 39 must be completed
 - (ii) For all other actions complete the following:
 - Boxes 1, 15-18
 - Box 22: Organizational Structure Code
 - Box 32, if applicable
 - Box 39
- (3) Part C: Reviews and Approvals
 - (i) Box 1 – A-F.—Route to appropriate individuals to include Team Leader, NHQ Budget, for approved actions only.
 - (ii) Box 2.—Leave blank.
- (4) Part D: Remarks.—Complete as applicable.
- (5) Part E: Employee Resignation/Retirement
 - (i) Employee is to complete box 1
 - (ii) Employee completes boxes 2-5
- (6) Provide completed SF-52 and supporting documents to administrative support staff to upload to PATS.

C. Supporting Documents – Conversion of a Career Intern, Reassignment, or Temporary Promotion

- (1) If the AD-332 has a classifier's signature in box 29 and a date in box 30, the PD has been officially classified and will only require a review.
- (2) An AD-332 without a classifier's signature requires a full classification of the PD and will take more time.
- (3) Conversion to a career conditional appointment for a career intern also requires verification of 640 work hours and an official transcript stating the degree awarded.
- (4) Temporary promotion, not to exceed (NTE) 120 days, requires transcripts if the series has an educational requirement, and the employee must meet time in grade.
- (5) Reassignment also requires an approved organizational chart.

D. Supporting Documents – Detail NTE 120 Days (No Increase in Pay)

Title 360 – National Instruction

- (1) Higher-Graded Position.—PD and AD-332 with a classifier’s signature and date (time served in a higher-graded position, even with no increase in pay, counts toward the 120-day limitation even if a temporary promotion is requested at a later date).
- (2) An employee educational transcript is required if the series has an educational requirement and must meet time in grade.
- (3) If a detail is not to a higher graded position prepare a statement of work (SOW), which is a written description of the work to be performed that will achieve the desired results and expectations; also referred to as a detail to unclassified duties – see section 310.28.

E. Supporting Documents.—Extension of a detail that is to unclassified duties beyond 120 days requires no further supporting documents – submit a new SF-52 to request an extension.

F. Supporting Documents – Name Change

- (1) Due to Marriage.—Copy of marriage certificate.
- (2) Due to Divorce.—Copy of the page stating divorce granted with date and court stamp.

G. Supporting Documents – Life Insurance

- (1) SF-2817, “Life Insurance Election”
- (2) For a nonqualifying life event, a physical is required to increase coverage

H. Detail vs. Temporary Promotion Actions (Section 310.29) – Requires an SF-52 and Supporting Documents

- (1) A current Federal employee may be requested for a detail or temporary promotion NTE 120 days.
- (2) A detail or temporary promotion, NTE 120 days, may be announced as an opportunity for eligible employees to submit their name for detail consideration, or the opportunity may be submitted to the Human Resources Management Division (HRMD) director and HRMD will send the opportunity information by email.
- (3) A detail does not involve a formal position change; the employee continues to occupy their current position, series, pay, and status while performing the duties of the detail.
- (4) A temporary promotion greater than 120 days must be announced using the recruitment action request process and HR staff will determine if the selectee meets qualifications.
- (5) SF-52 and supporting documents for details up to 120 days will be uploaded in the employee’s eOPF only.

310.12 Responsibility of the Administrative Support Staff

A. Review SF-52 and Supporting Documents for Upload to PATS

- (1) Complete checklist for compliance review of submitted documents (section 310.27)
- (2) If package is incomplete consult the submitter for needed information
- (3) Maintain SharePoint SF-52 log
- (4) Enter the sequential number from the SF-52 log in Part A, Box 2 of the SF-52
- (5) Scan and save the SF-52 and applicable documents to be uploaded to PATS

B. Uploading to PATS – Continue to follow the checklist provided in section 310.27

Title 360 – National Instruction

- (1) Log into PATS and enter the SF-52 information to include email address of the NRCS liaisons, yourself, and others, as needed, then select “Continue” to save data before uploading documents – do not select “Submit” at this point.
- (2) Enter the SF-52 number as the first comment in the remarks section in PATS, then the PD number, if applicable, and other instructions as necessary.
- (3) Upload documents into PATS and select “Continue” again.
- (4) Review input of data then select “Draft” if you want to come back to it later and finish or select “Submit” if completed before exiting PATS.
- (5) Update the SF-52 log with the PATS (NRHQ-XX-_____) number.
- (6) All documents will be kept by the requesting office and maintained according to records management procedures per Title 120, General Manual, Part 408, and Office of Personnel Management standards.

310.13 HR Servicing Center – Human Resources Responsibility

- A. Retrieve the SF-52 action from PATS.
- B. Contact the supervisor, an NRCS HR liaison, or the point of contact indicated on the SF-52 if additional information is needed.
- C. Review for classification action before forwarding to staffing.
- D. Staff will review the SF-52 and supporting documents.
- E. Processing staff will complete the personnel action

310.14 Other

- A. HR servicing center will provide a biweekly status report of personnel actions.
- B. HR servicing center will provide a report of detail and temporary promotions data.
- C. NRCS HRMD will send a reminder to the requestor of a detail or temporary promotion that is approaching a NTE date and request a SF 52 to extend or end the detail or temporary promotion as applicable to limitations.
- D. Contact an NRCS HR liaison for assistance.