

## REQUEST FOR PERSONNEL ACTION

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

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

### 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)	2. Social Security Number	3. Date of Birth	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

<b>7. FROM: Position Title and Number</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8%;">8. Pay Plan</td> <td style="width: 8%;">9. Occ. Code</td> <td style="width: 8%;">10. Grade or Level</td> <td style="width: 8%;">11. Step or Rate</td> <td style="width: 8%;">12. Total Salary</td> <td style="width: 8%;">13. Pay Basis</td> </tr> <tr> <td>12A. Basic Pay</td> <td>12B. Locality Adj.</td> <td>12C. Adj. Basic Pay</td> <td colspan="3">12D. Other Pay</td> </tr> </table>	8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			<b>15. TO: Position Title and Number</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8%;">16. Pay Plan</td> <td style="width: 8%;">17. Occ. Code</td> <td style="width: 8%;">18. Grade or Level</td> <td style="width: 8%;">19. Step or Rate</td> <td style="width: 8%;">20. Total Salary</td> <td style="width: 8%;">21. Pay Basis</td> </tr> <tr> <td>20A. Basic Pay</td> <td>20B. Locality Adj.</td> <td>20C. Adj. Basic Pay</td> <td colspan="3">20D. Other Pay</td> </tr> </table>	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary	21. Pay Basis	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
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14. Name and Location of Position's Organization	22. Name and Location of position's Organization																								

#### EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
<input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point	<input type="checkbox"/> 3-10 Point Disability <input type="checkbox"/> 4-10 Point Compensable <input type="checkbox"/> 5-10 Point Other <input type="checkbox"/> 6-10 Point Compensable 30%	<input type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Perm. <input type="checkbox"/> 2 - Con. <input type="checkbox"/> 3 - Indef.	<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	31. Service Comp. Date (Leave)	36. Appropriation Code	37. Bargaining Unit Status
<input type="checkbox"/> 1-Competive Svc. <input type="checkbox"/> 2-Exempt Service	<input type="checkbox"/> 3-SES General <input type="checkbox"/> 4-SES Career	<input type="checkbox"/> E - Exempt <input type="checkbox"/> NL - Nonexempt	
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		
40. Agency Data	41.	42.	43.
44.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class
			49. Citizenship
			50. Veterans Status
			51. Supervisory Status
			1-USA 8-Other

### 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 requirements.			Signature	Approval Date	

**CONTINUED ON REVERSE SIDE**

**PART D – Remarks by Requesting Office**

*(Note to Supervisors: Do you know of additional or conflicting reasons for employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)*

YES  NO

**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.

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 for 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.

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

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)

**PART F- Remarks for SF 50**