

## **Chapter 23. Change In Duty Station (Nature of Action 792)**

### **Contents**

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	<b>Page</b>
1. Coverage .....	23-3
2. Definitions .....	23-3
3. Determining Location of Work Site .....	23-3
4. Use of the Standard Form 52 .....	23-3
5. Nature of Action and Legal Authority .....	23-4

#### **Job Aids**

Instructions for Processing Personnel Actions on Change in Duty Station .....	23-5
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## Chapter 23. Change in Duty Station

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### 1. Coverage.

**a.** This chapter covers a change in an employee's official duty station. >A change in duty station occurs when an employee's work site or station is moved to a new geographic location (a change in city/town, county, or State) and no other change occurs.<

**b.** This chapter does not cover:

(1) a change in the geographical location of the organization to which the employee is assigned when the employee's work site or station does not change (e.g., when the area office to which the employee is assigned moves from New York City to Philadelphia, but the employee's work site remains in Trenton, NJ);

(2) >a change in duty station when an employee's work site or station is moved to a new geographic location that causes the locality pay to change (see Chapter 17 for processing a change in pay).<

(3) a change that results when an employee leaves one position in the agency to accept another position in that agency (see Chapters 9 through 13 and 14);

(4) a change in organizational relationships, such as when an employee's position is moved from branch A to branch B, or when the branch to which the employee is assigned is moved from Division C to Division D, with no change occurring in the employee's position title, grade, series, duties, or responsibilities (see Chapter 21); or

(5) a change in the ceiling or personnel "slot" against which the employee is assigned, with no change occurring in the employee's position, title grade, series, duties, or responsibilities. (Your agency may use a 900-series nature of action to document such a change.)

### 2. Definitions.

**a. Duty station** is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.\*\*\*

**b. Work site** of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency. \*\*\*

### 3. > Determining Location of Work Site.

The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties. For those employees with no fixed work site, the duty station will be determined by the employing agency. For example, the duty station of an investigator who works in the field may be the location of the office from which assignments are normally made. For an inspector, whose agency may require him or her to be on-site at many places, it may be his or her home. Agencies will also designate the duty stations of employees who work at installations, such as military bases, whose boundaries cross county or state lines.<

**4. Use of the Standard Form 52.**

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for Change in Duty Station is not required in all cases. When the Standard Form 50, Notification of Personnel Action, for the Change in Duty Station can be prepared directly from the information in the employee's Official Personnel Folder (OPF), your agency's automated personnel system, or directly from an alternative approving document, then a Standard Form 52 is not necessary.

Generally, an Standard Form 52 is used only when a few employees are affected by a change in duty station, especially when the requesting office is responsible for its preparation. If a list form of notice, rather than the Standard Form 50, is to be used, an alternative approving document is generally used instead of a Standard Form 52.

When the Standard Form 52 is used, and prepared in the Personnel Office, it is used

only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

**4. Nature of Action and Legal Authority.**

Use the following nature of action and legal authority to document the personnel action.

<i>Nature of Action</i>	<i>Authority</i>
792/Chg in Duty Station	UNM/(Agency directive or administrative order authorizing the change)

### Instructions for Processing Personnel Actions on Change in Duty Station

STEP	ACTION										
1	<p>Review the document that authorizes the change in duty station to determine which employees are affected by the change and whether the change will place the employees under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist.</p> <p>The authorizing document may be a Standard Form (SF) 52, Request for Personnel Action, or it may be a document that is described in your agency procedures established for these types of personnel actions. If the authorizing document is other than an Standard Form 52, check your agency's procedures to see whether an Standard Form 52 is required. If agency procedures require the use of the Standard Form 52, check whether the office involved prepares the Standard Form 52 or if one is prepared in the Personnel Office.</p> <table border="1" data-bbox="358 793 1388 1507"> <thead> <tr> <th colspan="2" data-bbox="358 793 1388 848">When an Standard Form 52 is Used</th> </tr> <tr> <th data-bbox="358 848 915 940">If the office involved submits the Standard Form 52...</th> <th data-bbox="915 848 1388 940">If the Personnel Office prepares the Standard Form 52...</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 940 915 1094">Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct.</td> <td data-bbox="915 940 1388 1094">Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this <b>Guide</b>.</td> </tr> <tr> <td data-bbox="358 1094 915 1247">Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required.</td> <td data-bbox="915 1094 1388 1247">Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required.</td> </tr> <tr> <td data-bbox="358 1247 915 1507">Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this <b>Guide</b>.  Follow your agency's procedures to get the approval signature on the Standard Form 52.</td> <td data-bbox="915 1247 1388 1507">Follow your agency's procedures to get the approval signature on the Standard Form 52.</td> </tr> </tbody> </table>	When an Standard Form 52 is Used		If the office involved submits the Standard Form 52...	If the Personnel Office prepares the Standard Form 52...	Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct.	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this <b>Guide</b> .	Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required.	Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required.	Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this <b>Guide</b> .  Follow your agency's procedures to get the approval signature on the Standard Form 52.	Follow your agency's procedures to get the approval signature on the Standard Form 52.
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2	Decide whether to use a Standard Form (SF) 50, Notification of Personnel Action, for each employee or a list form (see Chapter 4, of this <b>Guide</b> , for information on use of list forms).										
3	Follow your agency's instructions to have the Standard Form 50, or list form, signed or authenticated.										
<i>Continued on next page</i>											

**Instructions for Processing Personnel Actions on Change in Duty Station,  
continued**

STEP	ACTION
4	>Follow your agency instructions to distribute the Standard Form 50 copies.< ***
5	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable.  If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
6	Change any agency records (such as employee locator files) that reflect the organization.
7	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. (See instructions on back of the SF 2809.) Follow instructions in <b>The Federal Employees Health Benefits Handbook</b> .
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