# LIFE CYCLE OF SF-52, REQUESTS FOR PERSONNEL ACTION:

We receive daily calls asking when a job will post. If we could gain magical powers and post them in a day, we definitely would. Your needs are definitely our top priority. However, the process to put a job on the street is complicated and time consuming, and is compounded by our responsibility to complete other actions. Let's take a look at the life cycle of a SF52, Request for Personnel Action.

**Submission:** There are currently two ways for units to submit packets. Those directorates with trusted agents are able to input their requests directly into DCPDS. Our goal is to eventually train all commands and directorates to use this approach. Those without access submit their packet through email (due to the SAFE system being inoperable), to Mr. Nick Garrard nicholas.s.garrard.civ@mail.mil and Mrs. Danielle danielle.l.calvin.civ@mail.mil.
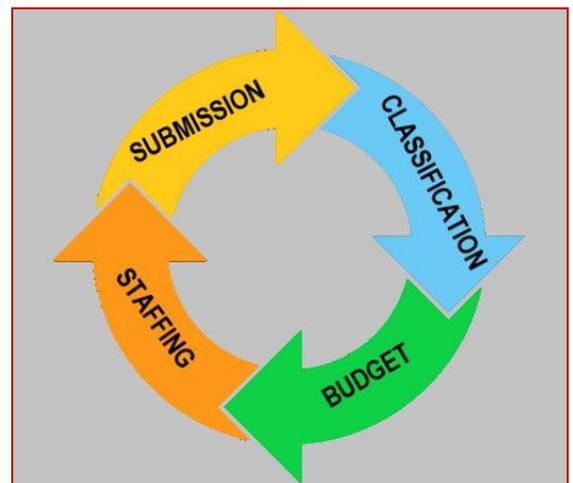


They log every SF-52 action coming into HR and enter all data from manually submitted requests into DCPDS. This averages around 160 per week (includes all actions, but not limited to: awards, reassignments, promotions, requests for fills, Absent US actions, Return to Duties actions, temporary appointments.) All technician actions route in the system to Mr. Miller, who reviews and approves/disapproves each action. Next, the action populates in the classification inbox. AGR SF-52s route manually to Classification.

**Classification:** Classification reviews all requests to determine the routing for the action. Organizational charts are updated, the manning document is updated, remarks in DCPDS are updated and the position file is reviewed for accuracy. Appointments, temporary promotions and request for fills require a new position to be built. Classification forwards the technician action to the appropriate DCPDS mailbox, and AGR actions to Mr. Ginter for command group concurrence. Once approved, AGR actions move to AGR Branch for publishing.

**Budget:** A majority of technician packets are forwarded to Mr. Dave Cavalcanto in Budget. He validates all pay information for requests for fill and appointments. Other actions (i.e., Awards, Absent US actions, Return to Duty actions) are routed directly to either Staffing or Employee Relations.

**Staffing:** Staffing is the time consuming piece for request for fills and temporary appointments. Mrs. Carol Otto and her team announced over 500 positions so far this calendar year. They spend hours on each request to prepare it for posting in USAJOBS. Each announcement is built individually and tailored to the specific unit requests on the SF-52. In some cases, template is available from a previous posting, but usually a job is built from scratch. Once built the job is posted in the USAJOBS. This also can be time consuming, and is dependent on the system.

In addition to the request for fills, staffing is an integral part in all other actions processed through the office, as well as being on the receiving end of all applications. All applicant files and resumes are reviewed for compliance for each job announcement, and are manually evaluated against a published standard. Once the pool of qualified applicants are determined, selection certificates and applicant packets are forwarded to the selecting supervisor. Once selections are made, staffing works to bring the individuals on board.

**What slows down the process?**
Cancellations, changes, amendments and incomplete packets, slows the process considerably; which in turn slows down all other actions in the queue.
Temporary appointments require research to determine eligibility and ensure the individuals are qualified for the position and ensure credit is given for previous technician time.

**Can the process be improved?**
We contemplate this question daily. We increased our staff; however, this involves an upfront investment of spending valuable time training new employees. The payoff will be seen in the future. In the meantime, in order to improve our efficiencies, we ask for patience. In this world of technology, instant gratification is typically expected. However, this is not possible in Human Resources. In some cases technology slows our processes, but it is inevitable.

The human eye is required to do the analysis and back work before the action can be put into the digital system. There is no copy and paste or a magic push of the button. Also, please keep in mind actions are prioritized, and typically actions affecting pay for on-board personnel are higher than a request for fill.

## Guidelines for perfect conditions:

1.) Request for Fills – 3 weeks prior to proposed announcement date.

2.) Temporary Technician Appointments – **Must be received 3 weeks before the effective date.**

3.) Absent US (AUS) – Submit 2 weeks prior to the requested AUS date. **Must have published orders and Absent US checklist. Late submissions affect benefits and pay.**

4.) Return to Duty (RTD) – Submit 2 weeks prior to RTD date. **Must have RTD checklist and DD-214. Late submissions affect benefits and pay.**

5.) Terminations, Resignations, and Retirements – Submit immediately upon notification from employee. Must have employee's statement and signature.

6.) Change to Lower Grade – 2 weeks prior to action or NTE date of temporary promotion.

7.) Temporary Technician Extensions – 2 weeks prior to expiration.


## Who do I contact if I have a question?

**AGR Personnel Actions:** MSG Shanon Johnson

**Position Descriptions:** Mrs. Theresa Wagner and Ms. Amelia Cruz

**Supervisor Linking (Submit in MyBiz):** Mrs. Theresa Wagner and Ms. Amelia Cruz

**Organizational Chart Updates:** Mrs. Theresa Wagner and Ms. Amelia Cruz

**Job Postings:** Mrs. Carol Otto and Mrs. Tracina Harrison

**Veteran's Preference:** Mrs. Carol Otto and Mrs. Tracina Harrison

**Certificates and Selections:** Mrs. Carol Otto, Mrs. Tracina Harrison, and Mrs. Natalie Soto

**Application Assistance:** Ms. Nancy Browne and Mrs. Natalie Soto

**Benefits and Insurance:** Ms. Jacqui Conatser, Ms. Andrea Vick

**Awards:** Mrs. Gayla Propst, Mrs. Leigh Ann Smith

**Retirement:** Mrs. Gayla Propst

**Pay:** Mrs. Sheri Koch (USPFO)

**Appraisal System Issues:** Mrs. Elaine Lock