



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12500.1
C 017/plp
15 May 89

MARINE CORPS BASE ORDER 12500.1

From: Commanding General
To: Distribution List

Subj: REQUESTS FOR PERSONNEL AND POSITION ACTION

Encl: (1) Instructions for Completing the Request for Personnel
Action Form (Standard Form 52)
(2) Instructions for Completing the Position Description
Cover Form (Optional Form 8)

1. Purpose. To set forth procedures for preparing and submitting Requests for Personnel Action (SF-52) and Position Description Cover Forms (OF-8).

2. Cancellation. MCCDCO 12500.1.

3. Background

a. The Civilian Personnel Branch, Manpower Division, Marine Corps Combat Development Command (MCCDC), is assigned the authority and responsibility for the classification of appropriated positions within the Command and for the appointment or movement of employees to and between such positions. Each civilian employee must be assigned to an accurately described and properly classified position. Actions taken relative to positions and personnel must be in accordance with pertinent legal, regulatory, and procedural requirements.

b. Management and employees of organizations serviced by the Head, Civilian Personnel Branch utilize the SF-52 to convey information relative to desired personnel or position actions. The OF-8 is the document with which the supervisor identifies the organizational location of the position, recommends a classification, and certifies the currency and accuracy of the description. Advance planning, timely submission, and adherence to procedural requirements contained herein serve to promote expeditious processing of requests.

c. SF-52's (Revised 4/87) and OF-8's (Revised 1/85) may be obtained from the Self-Service Center, Blank Forms Office, Issue Point 01, located in building 7.

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4. Requirements and Procedures

a. Whenever management proposes to take any personnel or position action (except for detail actions of 30 days or less) an original SF-52 must be submitted to the Head, Civilian Personnel Branch. Enclosures (1) and (2) contain listings and definitions of common types of personnel and position actions requested, as well as procedures to be followed in preparing SF-52's and OF-8's.

b. Immediate supervisors or other authorized officials are responsible for initiating requests for personnel or position action and for ensuring the currency, accuracy, and adequacy of position descriptions.

c. Second level supervisors or other authorized officials will sign SF-52's as the approving authority and forward subject requests with accompanying documentation to the Head, Civilian Personnel Branch via the Director, Manpower Division. The Head, Civilian Personnel Branch is to be notified if any changes affecting requested personnel or position actions occur subsequent to submission.

d. Civilian employees are responsible for initiating requests for name changes and voluntary separations (e.g., retirements and resignations) in accordance with procedures set forth in enclosure (1).

e. SF-52's must be submitted in an accurate and timely manner to ensure that actions are processed as expeditiously as possible. Any request which cannot be acted upon due to legal or regulatory constraints or which does not contain essential information as specified in enclosures (1) and (2) will be returned to the submitting organization.

5. Action. Managers, supervisors, and other personnel responsible for requesting personnel and position actions will familiarize themselves with enclosures (1) and (2) and ensure compliance with the provisions contained therein.

GAIL M. REALS
Deputy Commander for Support

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INSTRUCTIONS FOR COMPLETING THE REQUEST FOR
PERSONNEL ACTION FORM (STANDARD FORM 52)

1. An original SF-52 must be submitted to the Director, Manpower Division, whenever a personnel or position action is requested other than a detail of 30 days or less. A copy of the SF-52 should be retained by the submitting organization for record purposes.

2. This enclosure is comprised of four Appendices:

- Appendix A) Common Types of Personnel Actions
- Appendix B) Common Types of Position Actions
- Appendix C) Instructions for Completing the SF-52
- Appendix D) Notes of Special Requirements for Completing Requests for Personnel or Position Action

ENCLOSURE (1)

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COMMON TYPES OF PERSONNEL ACTIONS

Following is a list of frequently requested personnel actions, definitions thereof, and identification of associated reference notes. Questions regarding personnel actions other than those described in this Appendix may be referred to the Head, Civilian Personnel Branch. The personnel action requested is entered in Part A, Item 1 of the SF-52.

PERSONNEL ACTION	DEFINITION
Recruitment Permanent or Temporary Appointment Not to Exceed _____	The process of soliciting qualified applicants for employment. This term is appropriate when initiating action to fill a vacant position. See Notes 1 and 2 of Appendix D.
Promotion	The placement of an employee in a position classified at a higher grade level within the same classification system and pay schedule or with a higher basic rate of pay in a different classification system and pay schedule. See Notes 1 and 3 of Appendix D.
Promotion (Accretion of Duties)	The noncompetitive promotion of the incumbent of a position based on the gradual addition of higher level duties to the employee's position, without a change in supervisor or organizational location. Such actions are intended to be exceptional and can be approved only when all governing conditions and requirements are met. This is not a career ladder promotion.

Appendix A to
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PERSONNEL ACTION	DEFINITION
Reassignment	The permanent movement of an employee from one position to another without promotion or demotion. See Notes 1 and 3 of Appendix D.
Temporary Promotion Not to Exceed (Date)	The placement of an employee in a position with a higher basic rate of pay for a specified period of time. See Note 3 of Appendix D.
Detail Extension of Detail Not to Exceed (Date)___	The temporary assignment of an employee to a different position or to a statement of duties, with no change in the employee's basic rate of pay during the period of assignment. Upon completion of the detail the employee returns to the position of record. A separate SF-52 is required for each 120 day increment of a detail. See Note 3 of Appendix D.
Change to Lower Grade	The movement of an employee to a position at a lower grade level or with a lower basic rate of pay, including termination of a temporary promotion. See Notes 1 and 4 of Appendix D.

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PERSONNEL ACTION	DEFINITION
Leave Without Pay/Extension of Leave Without Pay Not to Exceed __ (Date) __	The placement of an employee in a temporary nonpay status at his/her request during absence from duty. See Note 5 of Appendix D.
Return to Duty	The return of an employee to active duty status following an absence of 30 calendar days or more. An SF-52 must be submitted immediately upon the employee's return.
Change in Hours	The changing of an employee's regularly scheduled hours of duty. New duty hours are specified under Remarks by Requesting Office, Part D.
Name Change From _____	The changing of an employee's name due to marriage, court order, or other valid reason. See Note 6 of Appendix D.
Resignation	The voluntary separation of an employee at his/her request. See Note 7 of Appendix D.

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PERSONNEL ACTION	DEFINITION
Retirement - Voluntary	The retirement of an employee at his/her request. See Note 7 of Appendix D.
Retirement - Disability	The retirement of an employee due to physical or mental incapacity to perform the duties of the position. See Note 7 of Appendix D.
Furlough - Military	The placement of an employee in furlough status while he/she is serving on active military duty beyond fifteen days. See Note 8 of Appendix D.

Appendix A to
ENCLOSURE (1)

COMMON TYPES OF POSITION ACTIONS

Following is a list of frequently requested position actions, definitions thereof, and identification of associated reference notes. Questions regarding position actions not described in this Appendix may be referred to the Head, Civilian Personnel Branch. The position action requested is entered in Part A, Item 1, of the SF-52.

POSITION ACTION	DEFINITION
Classification of New Position	The process of assigning a pay plan, title, series and grade to a position which has not previously existed within the specified organizational segment.
Classification of Redescribed Position	The process of assigning a pay plan, title, series and grade to a position which has been redescribed to reflect significant changes in duties, responsibilities, knowledge requirements, independence or other operating conditions, without a change in organizational location or immediate supervisor.
Amendment of Position Description	The modification of a position description to add or delete a duty or other requirement of the position. See Note 9 of Appendix D.

POSITION ACTION	DEFINITION
Establishment of Identical Additional Position(s)	The establishment of one or more positions which are identical in all respects to an existing position. See Note 10 of Appendix D.
Abolishment of Position	The elimination of a vacant or encumbered position.
Change in Organization Name	The changing of an organization's name, consistent with approval of a modification to the Table of Organization, based on determination by cognizant management. See Note 11 of Appendix D.
Realignment	The movement of a vacant or encumbered position from one organizational location to another without redescription of the position. See Note 12 of Appendix D.

INSTRUCTIONS FOR COMPLETING THE SF-52

PART A - REQUESTING OFFICE

1. Actions Requested
Enter the personnel and/or position action requested. A list of frequently requested personnel and position actions is provided as Appendices A and B. For types of actions not described consult the

Head, Civilian Personnel Branch.
2. Request Number
For use by the organization submitting the request
3. For Additional Information Call
Enter the name and telephone extension of the person who is most familiar with the action requested and who can furnish the personnel office with additional information, if required.
4. Proposed Effective Date
Enter the desired effective date of the action. ASAP may be entered for recruitment actions. For details of more than 30 days, enter the date on which the detail began or is to begin. Promotions and reassignments may be effected

only at the beginning of a pay period. Retroactive actions are generally prohibited.
5. Action Requested By
The signature of the requester appears in item 5, along with his/her typed name, title, and date of signature.
6. Action Authorized By
The signature of the authorizing official is entered in item 6 along with his/her typed name, title, and date of signature.

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PART B - FOR PREPARATION OF SF-50

1. Name (Last, First, Middle) Enter the name of the affected employee, if applicable, as it appears on official records. Enter "NMN" for middle name if the employee has no middle name.

2. SSN Enter the social security number of the affected employee for all actions involving an incumbent.

3. Date of Birth Enter the employee's date of birth for all actions involving an incumbent. Enter all dates in month-day-year order, using six numerals, e.g., "01-02-50."

- 4., 5. and 6. Do not complete.

7. From: Position Title and Number Enter the title and position description (PD)/job description (JD) number of the established position which is being re-described, amended, abolished or vacated due to separation, resignation, reassignment, detail, change to lower grade, retirement, or placement of the incumbent in a nonpay status.

Do not complete item 7 if the following personnel or position actions are being requested:
 - recruitment
 - classification of a new position for which there is no incumbent

- 8., 9., and 10. If item 7 requires completion, appropriate data should also be entered in items 8 through 10 to reflect the pay plan, series and grade of the established position.

- 11., 12., and 13. Do not complete.

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14. Name and Location of Position's Organization If item 7 requires completion, pertinent data must also be entered in item 14 to identify the organizational location of the established position. Include Branch, Section, and Unit, to the lowest applicable level.
15. To: Position Title and Number Enter the title and PD/JD number of the classified position to which the employee will be assigned.
- Do not complete item 15 if the following personnel or position actions are being requested:
- resignation
 - separation
 - retirement
 - leave without pay
 - abolishment of position
 - classification of a position
- For details to unclassified duties, enter "unclassified duties" in lieu of position title and number.
16. through 18. If item 15 requires completion, appropriate data should also be entered in items 16 through 18 to reflect the pay plan, series, and grade of the established position.
- Do not complete item 18 if requesting recruitment at more than one grade level.
19. through 21. Do not complete.
22. Name and Location of Position's Organization Enter all organizational data relevant to the established or proposed position, including Branch, Section, and Unit, to the lowest applicable level.

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22. (continued) Do not complete item 22 if the following personnel or position actions are being requested:
- resignation
 - separation
 - retirement
 - leave without pay
 - abolishment of position
23. through 35. Do not complete.
36. Appropriation Code Enter program element number associated with position funding.
37. and 38. Do not complete.
39. Duty Station Enter the county and state in which the position is located.
40. through 51. Do not complete.

PART C - REVIEWS AND APPROVAL (Not for use by requesting office)

1. Office/Function. The following officials or their designees will sign or initial in Part C, as appropriate:

- A. Manpower Utilization Officer
- B. Head, Civilian Personnel Branch
- C. Head, Wage and Classification Section
- D. Head, Employment Section
- E. Head, Labor and Employee Relations Section
- F. Head, Employee Development and Training Section

2. The cognizant official within the Civilian Personnel Branch will complete this item.

PART D - REMARKS BY REQUESTING OFFICE

The cognizant individual within the requesting organization is responsible for entering in Part D any additional information required to explain the action requested. The following information must be provided:

- T/O and Line Number;
- Work Center Number;
- Identification of period of appointment, if position is to be filled on a temporary basis; and
- Certification of availability of funds to effect the proposed action.

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The following additional information is to be provided, if applicable:

- Reason for the extension of a detail in excess of 120 days or for the extension of a temporary appointment;
- Anticipated date employee is to return from leave without pay;
- Grade levels at which recruitment is requested if the position is established at more than one level (e.g., GS-5/6/7). Cite PD numbers associated with each grade;
- Desire to fill a position through the Upward Mobility Program;
- Duty hours, if part-time or nonstandard; and
- Name of employee being replaced, if personnel action requested is recruitment. If the SF-52 is submitted prior to the incumbent leaving, specify the date on which the position will become vacant.

Part E - EMPLOYEE RESIGNATION/RETIREMENT

All items in this section are to be completed by the employee when he or she resigns or retires. Although the cognizant supervisor or manager need not sign the SF-52, the organization where the position is located is responsible for ensuring that the SF-52 is initiated and that pertinent items are properly completed prior to submission to the Civilian Personnel Branch.

- | | |
|---|---|
| 1. Reason for Resignation or Retirement | Briefly state the reason for resignation or retirement (e.g., stay home with family, return to school). |
| 2. Effective Date | Cite the actual date of retirement or, if resignation, the last day of work. |
| 3. Employee Signature | The resigning or retiring employee enters his or her signature. |
| 4. Date Signed | Enter date of signature, not the effective date of resignation or retirement. |
| 5. Forwarding Address | Enter the address to which subsequent correspondence or documentation should be mailed. |

PART F - REMARKS FOR SF-50

(Not for use by requesting office)

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NOTES OF SPECIAL REQUIREMENTS FOR COMPLETING
REQUESTS FOR PERSONNEL OR POSITION ACTION

Note 1 All PD's/JD's which are current and accurate must be certified by the immediate supervisor at five year intervals. Certification is accomplished through the submission of a new OF-8, signed and dated by the immediate supervisor and higher level manager. Signature by a higher level supervisor or manager in item 20b of the OF-8 is not required for positions under the immediate supervision of the Commanding General, MCCDC; deputy commanders; center directors; commanding officers; activity directors; or division directors.

Note 2 If requesting recruitment for a classified position, submit two copies of the PD, including the last certified OF-8.

Identify the person who has vacated the position, if applicable, in Part D of the SF-52 and provide other required information as set forth in Appendix C, Part D, of this enclosure.

If requesting recruitment for a position which has not been classified, submit an original OF-8 and five copies of the new PD.

Note 3 Attach one copy of the established PD, including the last certified OF-8, to each SF-52 which requests employee detail, reassignment, temporary promotion, or promotion within a career ladder.

Promotion requests must be received by the Civilian Personnel Branch at least two pay periods prior to the proposed effective date.

For detail requests, the period of detail must be specified in Part A, Item 1, of the SF-52. If the employee was detailed for 30 days or less prior to the submission of the request, indicate the actual date on which the detail began. A new SF-52 must be initiated for each 120 day increment of a detail. If detailing an employee to "unclassified duties," a brief statement of the duties to be performed must be attached. Enter "unclassified duties" in Part B, item 15, in lieu of a position title and number.

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Note 4 When a change to lower grade is requested by the employee, he or she must so indicate by entering an explanation and signing Part D of the SF-52 or by attaching to the SF-52 a signed letter to such effect. Submit one copy of the position description to which the employee will be assigned. These requirements do not pertain to a change to lower grade following a temporary promotion.

Note 5 An SF-52 must be submitted when an employee is granted leave without pay for a period of 30 calendar days or more. Attach a copy of the approved leave request and enter in Part D of the SF-52 the reason for and duration of approved leave. If the employee does not return as scheduled and additional leave without pay is approved, a second SF-52 must be submitted to so document.

Note 6 For name change actions the employee should enter in Part A of the SF-52, "Name Change from xxxx" and provide the reason for the change (e.g., marriage, court order). The new name is entered in Part B, Item 1.

Note 7 For resignation and retirement actions, complete Parts A, B (items 1 through 4 and 7 through 14) and E.

If the employee submits a letter of resignation it should be attached to the SF-52. If he or she fails or declines to complete the SF-52 or submit a written letter of resignation, the supervisor or other responsible person should attach a signed statement citing the reason the employee gave for resigning. Signed statements by witnesses may also be submitted. For voluntary retirement actions, a completed application for retirement may accompany the SF-52. The employee is responsible for identifying the effective date.

For disability retirements, the employee or supervisor may sign in Part E. The effective date of disability retirement cannot be established until the Office of Personnel Management (OPM) has completed required action.

Note 8 For Furlough-Military, a copy of the official military orders should be attached. In Part D the employee should indicate his or her desires with respect to any unpaid annual leave, life and health insurance, and retirement deductions. The effective date of military furlough is the day before the employee enters on active military duty.

Note 9 For amendment requests, submit an original OF-8 plus four copies of the typed statement of changes to be made to the PD of record. Amendment is appropriate only when the requested changes are not extensive and would not result in a change in classification. Positions may be amended twice.

Note 10 To request the establishment of an identical additional position, submit an original OF-8 and two copies of the affected PD with the SF-52.

Note 11 When the name of an organization or component thereof is changed, an SF-52 and original OF-8 reflecting the changes must be submitted for each affected PD. The Head, Wage and Classification Section of the Civilian Personnel Branch will correct the narrative portion of the PD to reflect organizational name changes identified on the SF-52 and OF-8. When submitting such requests the cognizant supervisor shall ensure that no other changes have occurred with respect to the duties, responsibilities, supervisory controls or other operating factors associated with the position. In the event that other changes have taken place, position amendment or redescription may be warranted. Consult the Head, Wage and Classification Section if additional guidance is required.

A change in organization name is not a realignment action. (See Note 12.)

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Note 12

When a vacant or encumbered position is moved from one organizational segment to another, the gaining organization will submit an SF-52 and original OF-8 fully indicating the new organizational location. Realignment requests must be received within the Civilian Personnel Branch no later than two pay periods prior to the proposed effective date. Within 60 days of the effective date of the realignment, the cognizant supervisor will review the PD of record and initiate action to identify any changes which have occurred with respect to duties, responsibilities, supervisory controls or other factors cited within the PD. Such changes will be documented through position redescription (if major), amendment (if less extensive) or request for pen change (if involving only a few words). To request a pen change to the PD of record, the cognizant supervisor submits a brief memorandum to the Head, Wage and Classification Section, specifically identifying what is to be added to, deleted from, or otherwise modified within the PD of record.

Appendix D to
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INSTRUCTIONS FOR COMPLETING THE POSITION DESCRIPTION
COVER FORM (OPTIONAL FORM 8)

The Optional Form 8 (OF-8), revised 1-85 by OPM, serves as the cover sheet for all PD's and JD's. The previous edition (revised 8-77) may be used until no longer available. Information required by the previous edition may differ slightly from that cited below.

In addition to instructions delineated on the reverse side of the OF-8, the following specific guidance is provided:

ITEMS 1, 6, 7, 10, 11, 13, 14, 15a, 15b, 15c, 15d, 21, 22, 23 and 24 are to be left blank.

ITEM 2 Check one:

- Redescription means that an established position has been redefined to identify significant changes with respect to duties, responsibilities, supervisory control or other operating conditions.
- New means that the position did not previously exist.
- Reestablishment means the position previously existed, was abolished, and is now being reestablished.
- Other includes amendments, recertifications, realignment, and establishment of identical additional positions.

The "Explanation" section should be used to explain the reason why "Other" is checked. Indicate the number of the PD/JD being replaced.

ITEM 3 Specify whether the position is organizationally located within Headquarters, USMC, or Field (e.g., MCCDC, MCAF).

ITEM 4 Enter Quantico, VA.

ITEM 5 Leave blank if duty station is Quantico. If the position is located elsewhere, enter appropriate city and state.

ITEM 8 See MCCDCO 5370.2

ITEM 9 Specify whether one or more identical positions are authorized consistent with the Table of Organization.

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- ITEM 12 Indicate the security level associated with the position.
- ITEM 15e Enter proposed title, pay plan, occupational code, and grade of the position (e.g., Secretary (Typing), GS-318-04).
- ITEM 16 Enter organizational title for the position, if any (e.g., Head, Project Management Section).
- ITEM 17 Enter name of employee. If vacant, so specify.
- ITEM 18 Enter the name of each organizational level, in descending order, through the organizational segment in which the position is located (e.g., Marine Corps Combat Development Command, Intelligence Center, Intelligence Operations Branch, Research Section).
- ITEM 19 If the position is occupied the incumbent should read the description of duties and responsibilities prior to submission to the Civilian Personnel Branch. The employee's signature is optional.
- ITEM 20a Certification (signed and dated) by the immediate supervisor of the position is mandatory. The supervisor's organizational title and date of signature are to be typed in the space provided.
- ITEM 20b Certification (signed and dated) by a higher level supervisor/manager is required for all positions except those under the immediate supervision of the Commanding General, MCCDC; deputy commanders; center directors; commanding officers; activity directors; and division directors. Organization title and date are to be typed in the space provided.

WRITTEN TEXT OF THE PD

Do not specify within the PD the title, series, or grade desired or the name of the employee currently encumbering the position.

ENCLOSURE (2)

NUMBERS OF COPIES REQUIRED

Each SF-52 submitted to the Manpower Division must be accompanied by the forms and numbers of copies specified below. For requests involving both personnel and position action, submit the number of copies identified under position action.

POSITION ACTION	COPIES REQUIRED
Classification of New or Redescribed Position	Original OF-8 and 5 copies of the new or revised PD
Amendment of PD	Original OF-8 and 4 copies of the typed statement of changes to be made to the PD
Establishment of Identical-Additional Position(s)	Original OF-8 and 2 copies of the PD
Organizational Name Change	Original OF-8
Realignment	Original OF-8 and 2 copies of the PD

PERSONNEL ACTION	COPIES REQUIRED
*Recruitment	Two copies of the OF-8 and PD for each grade level
*Reassignment, Detail, Change to Lower Grade, or Promotion (Career Ladder or Temporary)	One copy of the OF-8 and PD for the position to which the employee is to be reassigned, detailed, demoted, or promoted.

* The currency and accuracy of all PD's must be verified by the immediate supervisor at five year intervals. Recertification of a position description is accomplished by submitting to the Head, Wage and Classification Section, an original OF-8, signed and dated by the immediate supervisor and higher level manager. An SF-52 is not required when submitting an OF-8 for recertification purposes.