ILLINOIS NATIONAL GUARD

TPP 904-6
Position Management and Classification

SUPERVISOR'S HANDBOOK

This Technical Personnel Plan dated 1 September 2002 supersedes Technician Personnel Plan 904, dated 1 October 1996 Chapter 5 Classification and Pay.

Users of this publication are invited to send comments And suggested improvements, through command channels, to The Adjutant General of Illinois, ATTN: HRO, 1301 N. MacArthur Blvd, Springfield, Illinois 62702-2399

FOR THE ADJUTANT GENERAL:

//Signature on file//

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&
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Part I Position Management and Classification

1-1. General(Contents): The requirement that positions be properly assigned to a pay system, grade, and pay rate is established by law. In carrying out these legal requirements, it is essential that all levels of management and supervision adhere to the following:

a. All positions will be established in a manner that forms the most sound and economical organization and position structure for the efficient accomplishment of the mission and which ensures optimum utilization of manpower resources. When possible, structuring should provide for progressive levels of development within career fields. To obtain the most efficient position structure at the lowest payroll cost the following principles will be applied.

(1) Supervisory positions will be restricted to a minimum essential number to maintain efficiency. ANG Manpower has established a minimum of a 1:4 ratio for first line supervisory positions. ARNG Manpower has not established a policy. Therefore, ARNG first level supervisory positions will normally be authorized for those situations that meet the intent of OPM/NGB criteria. Small Shop Chief criteria requires that a minimum of one subordinate position be authorized and filled.

(2) Use of entry level and intermediate jobs will be maximized to provide for balanced grade level and position structures, and to provide opportunities for development and progression up a well defined career or promotion ladder.

(3) Lower graded duties will be concentrated in lower graded positions to provide for clear delineation of duties and to avoid overlaps, conflicts, ambiguities, and dilutions of assignments.

(4) Positions will not be reorganized for the purpose of retaining a good employee by promotion, rewarding a productive employee, recognition of tenure, or dealing with poor performance.

b. It is essential that the basis for determining the proper pay system and for assigning grades and pay be understood if the benefits of sound and equitable position structure are to be realized. The objective is to compensate employees with equal pay for essentially equal work. Therefore, all supervisors (AGR and technician) will acquaint themselves with the objectives, policies and principles of position management so they can effectively perform their responsibilities.

1-2. Objectives(Contents):

a. To establish a position structure that will best serve mission needs by providing optimum balance among economy, efficiency, skills, utilization, attraction and retention of competence, employee motivation, and employee development.

b. To avoid position actions that will unnecessarily increase payroll costs for a given mission, under utilize essential skills, and increase the relative proportion of managerial and supervisory employees to total employment.

1-3. Responsibilities (Contents):

a. The Human Resource Officer, on behalf of the Adjutant General, has overall responsibility for administering the Position Management and Classification Program at state level.

b. Position Management Officers (PMOs), as designated in TPP 312, are responsible for taking a wide range of actions affecting position management, including approving/disapproving Requests for Personnel Action (SF 52s).

c. Supervisor are responsible for:

(1) Ensuring duties and responsibilities are accurately described in PDs and incumbents are performing the full range of duties and responsibilities of their official PD.

(2) Recognizing changes in position content and recommending revisions to the HRO.

(3) Becoming familiar with the principles and procedures of position management and explaining them to technicians as needed.

(4) Informing technicians of classification actions affecting them.

(5) Ensuring that technicians are assigned to compatible military positions, in conjunction with military commanders.

(6) Establishing *position sensitivity* for positions supervised in terms of their national security sensitivity to assure appropriate screening under Executive Order 10450. You can accomplish this by reviewing duties, full time manning documents, MTOEs, TDAs, EUMDs, regulations, equipment, and the environment in which the work is performed. This determines the level of clearance, or access, required by the incumbent of that position. There are four sensitivity levels for designating positions. These levels and the degree of risk to the National Security associated with each are indicated below:

Sensitivity Levels

Sensitivity Levels	National Security Risk
♦Special-Sensitive (SS)	Potential for in-estimable damage
♦Critical Sensitive (CS)	Potential for exceptionally grave damage (Top Secret)
♦Non-critical Sensitive (NCS)	Potential for serious damage to potential damage (Secret or Confidential)
♦Non-Sensitive (NS)	Potentially prejudicial (None Or Confidential)

Each supervisor will ensure block 12 of the Optional Form 8 is annotated when certifying PDs. When requesting personnel actions, the Standard Form 52 must indicate the "Position Sensitivity Level" required for the work of the position.

(7) Preparing and submitting SF 52s through the PMO to the HRO to initiate merit placement actions. Below are annotations that are required in Part D, Remarks Section, of the SF 52 when requesting fill for positions which have the following requirements:

(a) Incumbent must file a Financial Disclosure Report (OGE-450). Under the Office of Government Ethics (OGE) rules and the Joint Ethics Regulation, National Guard employees who hold "covered positions" must file OGE Form 450. Covered positions are defined as:

♦ Commanding Officers, Heads and Deputy Heads, and Executive Officers of all Army and Air Force installations, Bases, Air Stations, or Activities.

♦ Civilian personnel (GS-15 and below) or Military (0-6 and below) if their duties and responsibilities require them to participate personally and substantially through decision or exercise of significant judgment in taking an official action for:

1. Contracting or procurement;
2. Administering or monitoring of grants, subsidies, licenses, or other Federally conferred financial or operational benefits;
3. Regulating or auditing any non-Federal entity; or
4. Other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity.

Exclusions: Any DoD employee or group of DoD employees may be excluded from all or a portion of the reporting requirements when:

1. The supervisor determines the report is unnecessary because of the remoteness of any impairment to the integrity of the Federal Government; or
2. The employees work is substantially supervised or reviewed; or
3. The employee is not employed in contracting or procurement and has decision- making responsibilities regarding expenditures of less than $2,500 per purchase and less than $20,000 cumulatively per year.

♦ For those individuals being non-competitively placed (through reassignment, change to lower grade, etc) into positions having this requirement, the JAG should be provided this information so the incumbent can be notified of the requirement to file within 30 days of placement.

(b) IA Position. A supervisor requesting to fill a position, for which there is no valid space on the ANG full-time manning documents or where there is a limited number of ARNG positions or for a one of a kind ARNG position, may request an additional identical be established. The state has the authority to establish an IA position for a period of 60 days. An annotation of "IA Position", along with a justification, should be made in the remarks section of the SF 52.

(c) Understudy Position. A supervisor requesting to fill the position as an understudy should place a remark in Part A, Block 1 or the remarks section of the SF 52, requesting that the position be advertised as an "Understudy". Understudy positions can be established for a period of up to 120 days and can be established for "key" level positions (i.e. Air Commander, Command Administrative Officer, Director/Group Commander, etc.). An understudy would not be appropriate for an Aircraft Mechanic Supervisor, Material Handlers Supervisor, etc.

1-4. Position Classification and Job Grading Standards (Contents). All technician positions in the Illinois National Guard will be evaluated in conformance with published OPM Position Classification and Job Grading standards. You may view General Schedule (GS) position classification standards at:

http://www.opm.gov/fedclass/html/gsclass.htm

and job grading standards for wage grade positions at:

http://www.opm.gov/fedclass/html/fwsdocs.htm

1-5. Position Descriptions(Contents). There are two types of position descriptions (PDs) - Standard and Exception.

a. Standard PDs. A standard PD is a single description used to cover a number of like positions that is developed and published by the National Guard Bureau.

b. Exception (Local) PDs. An exception PD is developed by a single state when local conditions are unique to the state. Exception PDs should be developed only when a significant difference exists between the locally assigned duties and those described in the assigned standard PD. The following guidance is provided for drafting exception PDs:

Getting Started Writing an Exception Position Descriptions

The first step in "building" a quality workforce is to assess your overall knowledge of your organization, or office, in which you have supervisory responsibility.

Supervisor's Role

You are responsible for maintaining a working knowledge of the mission, organizational structure, and basic functions of your work unit. You should periodically review the comprehensive organizational or strategic plan for your organization, specifically your command, work unit and branch, before developing position descriptions and/or exercising position management.

Developing Position Descriptions

To fulfill your organization's mission, you may need to create a new position or restructure current positions. The first step in accomplishing this task is writing a position description (PD). A PD states the major duties and responsibilities of a position. The grade, series, and title are determined by comparing the duties and responsibilities with appropriate classification standards.

Supervisor's Role

You are responsible for developing an exception PD if one does not exist, and forwarding the completed PD to the HRO State Classifier to classify the position. You may need to assist the Classifier by providing additional information about the duties so that they can accurately classify the PD.

You must write or prepare a new PD when:

You are creating a new position; or

The duties, tasks, and responsibilities of a current position have changed to such an extent that the way the job is performed is significantly different from the existing PD and it is for a situation unique to this state.

You do not have to write a new PD when:

You are recruiting, reassigning, or promoting an employee to an accurately described vacant position that is already classified; or

You are increasing staffing of positions authorized on the manning document that are already described, filled, and classified (and the work is identical); or

A position is transferred to another organizational element (without changes in duties, tasks, or responsibilities); or

PD addendums/amendments are used when additional duties assigned are not substantive enough to require a new position description.

If you must prepare or write a PD:

You should first check to see if a similar classified position exists. Ask the HRO Classification Specialist to review the PDs in the NGB PD library. If a similar PD exists and it adequately describes the duties and responsibilities of the position you need, you may be able to use this PD. Otherwise, use the PD as a model and modify it to your individual position needs and submit it to the HRO Classification Specialist for approval. Similar PDs can usually be found. A PD may take many forms, depending on the nature of the position and the types of duties.

There are four different formats:

Supervisory or Managerial
Factor Evaluation System
Narrative
Wage System

If you are not sure which format to use for the PD you are creating, you may contact the HRO Classifier for assistance.

REMEMBER.....POSITIONS are CLASSIFIED.....not PEOPLE!

The Optional Form (OF 8) is used as the official position description cover sheet.

NOTE: NGB requires that the statement ***"Other Duties as Assigned"*** be included on all PDs. The primary reason for requiring this statement is to establish the principle that the assignment of duties to employees is not limited by the contents of the PD.

c. Certification of Position Descriptions: Federal law requires supervisors certify position descriptions to assure accuracy of the duties and responsibilities (see TPP 312 for additional information). HRO copies of new or re-described positions will be certified by the first level supervisor on the OF-8 in block 20a at the level of the work being performed. block 20b requires certification by the head of the organization (i.e. Air Commander, Brigade OIC/Administrative Officer, CAO, SAO, etc.) when there has been a change in grade or a significant change in duties and responsibilities. No personnel actions (i.e. promotions, reassignments, etc.,) will be issued to fill a new or re-described position without such certification. If you feel that the description does not accurately reflect the major duties and responsibilities of the position, recommended changes may be submitted to the HRO. You must maintain a certified copy of each PD for positions that you supervise. If there is more than one incumbent assigned to a particular PD, then it is necessary only to maintain one copy of that PD.

d. Position Description Amendments and Addendums. When it is necessary to add additional duties to the PD, an amendment and/or addendum may be needed. Amendments are appropriate only when there is no impact on the classification (pay plan, title, series, or grade) of the position. Contact

the State Classifier in the HRO for assistance in preparing amendments for incumbents of positions for light duty situations. (See Appendix A for a generic sample amendment/addendum.)

1-6. **State Periodic Reviews** (Contents): Positions are reviewed periodically to determine if there is a valid need for that position, ensure that the duties and responsibilities are accurately described, and to ensure that the position is properly classified. Periodic maintenance reviews of groups of positions must be made when major organizational and mission changes occur; significant increases or decreases in authorized positions occur; new standardized PDs are implemented and one year after they have been in effect. The HRO will determine the extent of such reviews which could be as simple as you updating and reviewing existing organizational charts or as complex as the State Classifier desk auditing each position in the organization.

1-7. **Desk Audits (Position Reviews)** (Contents): Desk audits are fact-finding visits to the job site in which the incumbents of the position and/or supervisors are interviewed. Audits may also be accomplished through questionnaires or by telephone. You, as a supervisor, can request a desk audit or an employee may request a desk audit. A request for an audit by an employee must go through you, the supervisor. Requests for desk audits are to be in writing and can be sent through normal mail channels or can be requested via e-mail. Information to be included in the request should include what has changed in the job, what caused the changes, whether those changes are of a temporary or are permanent in nature, and an organization chart. There may be unique situations where an audit may not be required when positions are upgraded. However, desk audits are normally required when positions are upgraded as a result of national classification releases.

1-8. Classification Appeals (Contents):

a. An employee who believes the present title, pay category, series, or grade of the permanently assigned job description are incorrect may initiate a classification appeal at anytime. An employee may not appeal the propriety of classification standards or pay rates for the position. Application of standards, however, is a proper matter for consideration in classification appeals. Any employee who suffers a loss of grade or pay because of a classification action must file a written appeal within 15 calendar days after the effective date of the action to be eligible for a retroactive decision on the appeal.

b. Complaints regarding the accuracy of job descriptions are not classification appeals and will not be considered under these procedures, unless it can be proven that there has been an attempt to resolve these issues. These type issues should be resolved at the unit level between the employee and first level supervisor before an appeal is filed. OPM/DOD will not accept an appeal unless there is agreement on the duties and responsibilities or there is documentation that there has been an attempt to resolve the complaint over the accuracy of the duties.

c. As the supervisor, you should be familiar enough with the classification of the positions under your control to be able to provide the initial explanation to employees. If more detailed and technical information is required to respond to an employee, the State Classifier in the HRO should be consulted.

d. An employee has the right to be assisted by a representative in preparing and presenting a classification appeal.

e. To ensure that all technicians desiring to submit an appeal are aware of the different procedures and channels available to them,

supervisors should contact the State Classifier in the Human Resource Office for specific advice and assistance.

PART II - PAY-RELATED CLASSIFICATION ISSUES

2-1. General(Contents): National Guard Technicians are paid under the General Schedule (GS) or Federal Wage (WS, WL or WG) pay systems as prescribed by Office of Personnel Management (OPM) under the U. S. Codes and the Code of Federal Regulations. The Human Resource Office (HRO) has the responsibility to establish minimum and maximum rates of pay in accordance with these regulations, therefore, supervisors must not quote rates of pay to any technician without first consulting with the responsible specialist in the Human Resource Office.

2-2. Pay Adjustments for Supervisors(Contents). General Schedule supervisors who regularly have responsibility for supervision, including technical aspects of work concerned, over Wage Grade technicians may be paid at one of the rates for their grade which is above the highest rate of basic pay being paid to any such Wage Grade technicians or at the maximum of the General Schedule grade. This is based on the supervisor:

a. Occupying a General Schedule position;

b. Meeting the definition of a supervisor in 5 USC 7103(a), and

c. Providing direct, technical supervision over the work of one or more non-supervisory technician employees whose positions are not under the General Schedule and one or more of the subordinates would, in the absence of the differential, be paid more than the supervisory employee.

Requests for these types of pay adjustments must be fully justified as meeting the criteria contained in the U. S. Code and the Code of Federal Regulations (CFRs) prior to approval.

d. Determination of Payment. Payment of a supervisory differential is discretionary, rather than an entitlement. The key factor in determining whether the payment of a supervisory differential is warranted is the requirement in the CFR for "…direct, technical supervision…" The wage supervisor is paid for being the subject matter expert for the blue collar work accomplished under his or her direction, as well as for performing supervisory duties. It is generally not a requirement of the GS supervisor's position to have the degree of technical expertise that would warrant the supervisory differential, to the extent intended by the law. The presence of a wage supervisor, who provides full and final technical review of the work, makes it unnecessary to duplicate the direct technical supervision. There are two reasons for having General Schedule positions in the maintenance complexes: first, the technician organizations are structured to approximate military organizational alignment; and second, to furnish managerial assistance because, the present organizational structure in maintenance (both Army and Air) provides all the day-to-day technical supervision necessary or desirable from the WS supervisor level down. All technician positions are graded at the highest journey level with added grade credit given to those specifically responsible for being "in charge" of others. Serious classification questions are raised with respect to the grade level of the WS positions and/or even the need for the WS positions in question.

2-3. Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP)(Contents). EDP for Federal Wage System employees and HDP for General Schedule employees is additional pay for exposure to hazards, physical hardships, or working conditions of an unusually severe nature which cannot be eliminated or significantly reduced by preventive measures (e.g., safety equipment, protective clothing, etc.). EDP/HDP is not a substitute for safe

practice, nor is it paid for the customary hazards of a trade or craft. EDP/HDP is not authorized in situations where an employee refuses to apply the safety measures provided by management. Whenever an unsafe or unhealthy working condition is identified, the first course of action must be the attempt to eliminate the problem or condition. If efforts to reduce or eliminate a hazard are not successful, then the local committee will review the proposed situation and submit their findings and recommendations to the State Differential Committee in accordance with TP Plan 500.

2-4. Change to Lower Grade Based on Classification Determinations(Contents)**.** A technician may be changed to lower grade as a result of classification determination to downgrade the technician's position either to correct a classification or job-grading error or because the applicable standard has changed. As a result of this action, the technician, if eligible, will be entitled to grade and/or pay retention benefits. Questions regarding pay and grade retention should be referred to the State Classifier in the Human Resource Office. (See TPP 312 for additional information.)

Appendix A(Contents)

(SAMPLE) (back)

POSITION DESCRIPTION AMENDMENT/ADDENDUM

Title, Pay Plan, Series, Grade and PDCN: Human Resource Specialist (Employee Development), GS-0201-11

Incumbent of Position: Jane Smith

Organizational Location of Position: Human Resource Office, Services and Support Section

Amend Section 25b. Duties and Responsibilities as follows.

Renumber - Paragraph 25b (7) to 25b (9)

Add new paragraphs 25B (7) and (8) as follows:

(7) Serves as principal management official within the division, unit activity or function responsible for internal management control. Required to develop and use Internal Management Control (IMC) Review Checklists. Establishes and implements timely, cost effective, action plans for each IMC weakness that is identified. (10%)

(8) Develops and recommends procedures, objective and processes pertaining to preparation and execution of the organizational budget. Ensures timely submission of budget estimates. Maintains an accurate record of incoming and outgoing funds. Provides ongoing analysis and evaluation of budget status to ensure priorities and mission objectives are achieved. Projects program needs, taking into account funding variations and knowledge of organizational requirements. Identifies funding shortages and takes action to ensure priority projects are not eliminated. Recommends transfer or allotment of funds to cover increases in obligations within established limits. (20%)

(Signature-First Level Supv)

(Signature-Activity/Facility Cdr)
(Optional)

(Signature of State Classifier)

APPENDIX B (Contents)

POSITION DESCRIPTION (back)

1. Agency PDCN 80271000

2. Reason for Submission
☐ Redescription ☒ New
☐ Reestablishment ☐ Other
Explanation (Show Positions Replaced)

3. Service
☐ HQ ☒ Field

4. Empl Office Location

5. Duty Station

6. OPM Cert #

7. Fair Labor Standards Act
Not Applicable

8. Financial Statements Required
☐ Exec Pers Financial Disclosure
☐ Employment & Financial Interests

9. Subject to IA Action
☒ Yes ☐ No

10. Position Status
☐ Competitive
☒ Excepted (32 USC 709)
☐ SES (Gen)
☐ SES (CR)

11. Position is
☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity
☐ Non-Sensitive
☐ Noncritical Sens
☐ Critical Sens
☐ Special Sens

13. Competitive Level

14. Agency Use
ENL

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Telecommunications Specialist	GS	0391	9	ajl	8 Sep 97

16. Organizational Title (If different from official title)
Base Network Control Center Technician

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - ANG Wing/Group Flying Unit
c. Third Subdivision - Support Directorate
d. Fourth Subdivision - Communications Division
e. Fifth Subdivision - Information Systems Branch

19. Employee Review. *This is an accurate description of the major duties and responsibilities of my position.* Employee Signature /Date (optional)

20. Supervisory Certification (back). *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor (back)
Signature | Date

b. Typed Name and Title of Higher-Level Supervr/Manager (optional) (back)
Signature | Date

21. **Classification/Job Grading Certification:** *I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.*

Typed Name and Title of Official Taking Action
ANDY J. LIEPNIEKS
Personnel Management Specialist

Signature //signed// Date 8 Sep 97

22. Standards Used in Classifying/Grading Position
USOPM Telecommunications Series, GS-391, Mar '90

Information For Employees. *The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.*

23. Position Review

	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
Released from NGB-HR-WC, CRA97-1015

25. **Description of Major Duties and Responsibilities** (SEE ATTACHED)

NSN 7540-00-634-4265 Previous Edition Usable 5008-106 **Optional Form 8** US Office of Personnel Management (USOPM), FPM CHAPTER 295 [Equivalent]

APPENDIX C (Contents) - REQUEST FOR PERSONNEL ACTION

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

1. Action Requested Fill Position	2. Request Number
3. Additional Information Call (Name and Telephone Number) Jane Smith, 307-555-1234	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) (First Level Supervisor)	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. SSN	3. DOB	4. Effective Date

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
7. From: Position Title and Number		15. To: Position Title and Number AIRCRAFT MECHANIC PD NUMBER XXXXXXXX	

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	21. Pay Basis
						WG	8852	10		

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization The Adjutant General of (State) Address/Unit FC 22B1B0

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF
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 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)	

40. Agency Data	41.	42.	43.	44.

45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 8-Other	50. Veterans Status	51. Supervisory Status

Part C--Reviews and Approvals ***Not to be used by requesting office.)***

1. Office/Function	Initials/Signature	Date	1. 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 personnel action is in compliance with statutory and regulatory requirements.	Signature Human Resource Specialist (Classification)

CONTINUED ON REVERSE SIDE

52-118

OVER

Editions prior to 7/91 Are Not Usable After 6/309/93
NSN 754-01-333-6240

Part D--Remarks by Requesting Office

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

Position Sensitivity Level - NS (No Clearance Required) (back)
Incumbent must file a Financial Disclosure Report (OGE-450) (back)
"IA Position" (back)
"Understudy" (back)

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 document you should have or any pay or compensation to which you are 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 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 of Federal service of 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 which you may be entitled.

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