

**FSA**  
**HANDBOOK**

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**County Office Personnel Operations**

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To access the transmittal page click on the short reference.

**For State and County Offices**

SHORT REFERENCE

**28-PM**  
**(Revision 1)**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**County Office Personnel Operations  
28-PM (Revision 1)**

**Amendment 4**

**Approved by:** Acting Deputy Administrator, Management



**Amendment Transmittal**

**A Reason for Amendment**

Paragraph 6 has been amended to change the reference from PC-Tare to STARweb.

Paragraph 16 has been amended to:

- provide clear instructions on completing an FSA-958
- remove references to PC-Tare.

Exhibit 8 has been withdrawn to remove instructions for PC-Tare.

**B Applicability**

All CO employees are covered by this handbook.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1	2-1, 2-2 2-5, 2-6 2-9, 2-10 3-1 through 3-8 3-9	1, page 3, 4 8, pages 1-6 (remove)



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**Part 1 Basic Provisions**

**1 Overview**

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**A**

**Handbook Purpose**

This handbook provides areas of responsibility for FSA County Office personnel operations.

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**B**

**Related FSA Handbooks**

FSA handbooks related to County Office personnel operations include:

- 3-INFO for fees charged for records
  - 3-PM for additional personnel operations information
  - 6-PM for applicable employee development and training policies
  - 17-PM for leave administration policies
  - 22-PM for applicable personnel management
  - 27-PM for county classification, employment, and pay administration.
- 

**2 Authority**

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**A**

**Authority and Responsibility**

HRD has the authority and responsibility for establishing policy and procedures for County Office personnel operations.

State Offices are responsible for providing personnel services for County Offices. The services shall be carried out according to FSA policies and procedures.

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**B**

**Sources of Authority**

Authority for the development and management of County Office personnel operations is authorized by:

- Soil Conservation and Domestic Allotment Act (Section 8b)
  - 7 CFR 2.65
  - 7 CFR 7.7
  - Pub. L. 86-568
  - 5 U.S.C. 301, 8331, 8701, and 8901
  - 16 U.S.C. 590
  - OPM issuances.
- 

**3, 4 (Reserved)**





**Part 2 Personnel Processing**

**5 Requesting Personnel Actions**

**A County Office Responsibilities**

County Offices shall:

- complete SF-52 to request personnel actions according to Exhibit 4
- prepare a position description according to 27-PM
- obtain requesting official's signature as required
- submit approved SF-52 and a position description, if applicable, to the State Office.

**\*--Exception:** When available, electronic requests developed through I\*CAMS are--\* authorized in place of signed hard copy SF-52's.

**B Personnel Actions Requiring SF-52**

County Offices shall complete SF-52 to request the following personnel actions:

- vacancy (recruit) - indicate if permanent or temporary
- appointment (hire) - indicate if permanent, temporary, or committee
- reassignment
- detail (over 30 calendar days)
- extend detail
- terminate detail

**5 Requesting Personnel Actions (Continued)**

**B Personnel Actions Requiring SF-52 (Continued)**

- promotion
- temporary promotion - NTE
- extend temporary promotion
- terminate temporary promotion
- change to lower grade
- change to work schedule
- change to duty station
- change in hours (part-time only)
- within-grade increase (see subparagraph 6 F)
- quality step increase
- denial of within-grade increase
- extend appointment (includes re-election or re-appointment to committee positions)
- LWOP (over 30 calendar days)
- extend LWOP
- furlough
- return to duty (from any nonpay status)

## 5 Requesting Personnel Actions (Continued)

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### B

#### Personnel Actions Requiring SF-52 (Continued)

- name change
- suspension
- resignation

**Note:** If employee is resigning to accept a Federal appointment without a break in service, request a termination and document in remarks that the employee accepted a Federal position with (Federal Department and Agency).

- termination
- expiration of appointment (includes committee positions)
- removal
- retirement - indicate if voluntary, disability, discontinued service, or early out
- death
- correction (current data is in error).

**Notes:** Annual pay adjustments are initiated by the system or when overlooked by the system, by the servicing personnel office, SF-52 is not required from the County Office.

Exhibit 5 provides a glossary of personnel action terms used on SF-52.

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Continued on the next page

**5 Requesting Personnel Actions (Continued)**

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**C  
Effective Dates  
for Personnel  
Actions**

County Offices shall complete the proposed effective date on all SF-52's submitted as follows.

<b>IF SF-52 is submitted for...</b>	<b>THEN the effective date is...</b>
appointments	at the beginning of a pay period regardless whether a holiday occurs before the next workday.
emergency or temporary hires	any time during the pay period as required.
promotions, reassignments, and other position changes	at the beginning of the next pay period after approved by the appropriate State Office and after any applicable time-in-grade requirements are met.
separations	on the requested date.

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**D  
Timeframes for  
Submitting  
Personnel  
Actions**

As a general rule, personnel actions cannot be made effective retroactively. Discretionary actions, such as promotions, appointments, etc., cannot become effective until all required paperwork is submitted and the proposed action is determined to meet all legal and regulatory requirements.

County Offices shall submit personnel actions to the State Office as soon as possible within 4 weeks of the proposed effective date and no later than 1 week before the proposed effective date to ensure processing of the action by the earliest possible effective date.

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5 Requesting Personnel Actions (Continued)

**E Requesting Official**

Requesting officials on personnel action requests for CO employees are as follows.

<b>IF the employee is...</b>	<b>THEN the requesting official is...</b>
CED	COC.
COC member	CED
a subordinate CO	CED.

**Note:** State Offices may require additional approval, such as DD or AO, to authorize the request before processing some CO actions.

**\*--F Approving Official in I\*CAMS**

Personnel action requests processed through I\*CAMS will flow to the supervisor recorded in I\*CAMS. For workflow purposes, this should be DD for CED's, since COC members are--\* not generally available online to approve or request personnel action. This does not change COC's authority. Before approving personnel action requests, DD's should ensure COC concurrence with actions submitted for CED's that affect pay, position, or awards.

## 6 Types of Personnel Actions

### A Appointments

When hiring employees or appointing committee members:

- submit all required information and forms to the State Office according to Exhibit 6
- if the effective date is not the beginning date of the pay period, ensure that the start date \*--entered in STARweb for the first T&A agrees with the effective date of the personnel--\* action

**Notes:** For the employee to be paid timely for the first pay period of employment, it is critical that submission to the State Office is made timely and that T&A is prepared correctly.

- if SF-52 was submitted to the State Office for the vacancy:
  - it will be used for the appointment
  - an additional SF-52 is not needed from the County Office after selection
  - submit a copy of SF-52 for vacancy with the appointment package. See Exhibit 6.

### B Reassignments

Personnel actions are processed as reassignments any time a current CO employee moves from one CO position to another at the same grade level. This includes:

- competitive selection to fill a vacancy
- volunteer transfers
- placement instead of a reduction-in-force
- directed reassignments
- reassignment or redescription of duties.

## 6 Types of Personnel Actions (Continued)

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### B

#### Reassignments (Continued)

For competitive selection, SF-52 submitted to the State Office for the vacancy-recruit will be coded as a reassignment, an additional SF-52 is not needed from a County Office. For directed reassignments, the State Office shall prepare SF-52. For reassignments between offices, the gaining office shall submit SF-52. The losing office is not required to submit SF-52. This applies even when the employee crosses State lines.

When the employee remains in the same office, but the employee's responsibilities are significantly changed, the County Office shall prepare and submit a new position description and SF-52 for reassignment to the State Office.

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### C

#### Details

When a detail (temporary assignment of CO employee to another County Office) has been approved in excess of 30 calendar days, the home office shall prepare SF-52. Details shall not be made to evade competitive principles or the proper classification of a position. SF-52's are not required for details of 30 calendar days or less.

**Notes:** Details are not processed through NFC. SF-50b will not be generated.

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### D

#### Temporary Promotions

Temporary promotions result when the employee is acting in a higher-graded position for more than 30 calendar days. SF-52 shall be submitted on the 30<sup>th</sup> day in which the employee has been acting. An NTE date of 1 year or less shall be included.

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### E

#### LWOP

When LWOP has been approved in excess of 30 calendar days, the County Office shall prepare SF-52. SF-52 is not required for LWOP of 30 calendar days or less.

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Continued on the next page

6 Types of Personnel Actions (Continued)

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**F**  
**Within-grade**  
**Increase**

Generally, County Offices do not need to submit a request for a within-grade increase. Within-grade increases should be system-generated by NFC. County Offices should receive, at least 60 calendar days before the effective date, AD-658P for full-time and part-time employees indicating the employee is scheduled to receive a within-grade increase. County Offices shall:

- have the appropriate reviewing official sign and indicate “acceptable” or “not acceptable” as applicable
- forward signed AD-658P to the State Office at least 1 week before the effective date of the within-grade increase.

System-generated within-grade increases for intermittent employees do not always occur timely. County Offices shall track these manually and submit SF-52 to the State Office as required.

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Continued on the next page



6 Types of Personnel Actions (Continued)

G Separations

County Offices shall:

- submit all required information and forms to the State Office according to Exhibit 7
- use this table to determine appropriate separation action.

IF...	THEN the separation action is...
employee initiates action, but is not: <ul style="list-style-type: none"> <li>• accepting another County Office or Federal position</li> <li>• applying for an annuity</li> </ul>	a resignation.
employee initiates action to accept another County Office position without a break in service	<b>not</b> a separation, employee is not leaving CO service.  <b>Note:</b> Gaining office shall request as a reassignment.
employee initiates action to accept a Federal position without a break in service	termination, appointment in (Department/Agency).
NTE appointment is expiring and is not being extended	expiration of appointment (includes committee members who are not re-elected or re-appointed).
employee is: <ul style="list-style-type: none"> <li>• under a retirement system</li> <li>• eligible for and applies for an immediate annuity</li> </ul>	retirement, indicate 1 of the following: <ul style="list-style-type: none"> <li>• voluntary</li> <li>• discontinued service</li> <li>• disability</li> <li>• early out.</li> </ul>
action to end employment is initiated by the Agency and the employee does not have appeal rights	termination, indicate reason.

6 Types of Personnel Actions (Continued)

G Separations (Continued)

IF...	THEN the separation action is...
action to end employment is initiated by the Agency and the employee has appeal rights	removal, indicate reason, such as: <ul style="list-style-type: none"> <li>• misconduct</li> <li>• performance.</li> </ul>
employment is ending because of the death of the employee	death.

H Resignations

Employees should give reasonable notice of intention to resign. Employees may submit SF-52, letter, or e-mail notification.

County Offices shall:

- submit SF-52 before resignation whenever possible

**Note:** An employee is not required to give reasons for resignation. If a reason is given in writing, indicate on SF-52.

- **not** modify or provide additional reasons on SF-52 or other documents that the employee signs and submits as their resignation
- **not** provide references of a derogatory nature, either orally or in writing, without first clearing it with the State Office.

I All Other Actions

\*--County Offices shall prepare SF-52 or, when available, I\*CAMS request as appropriate--\* for any other action identified in subparagraph 5 B.

7-14 (Reserved)

**Part 3 Payroll Processing****15 Payroll Documents****A What Are Payroll Documents**

Payroll documents are the source documents, other than the personnel action, that reflect information that must be recorded in the personnel database. The information on these documents can affect the employee's payroll deductions or benefits. They include:

- residence address
- direct deposit
- financial allotments
- Federal, State, and local taxes
- TSP
- FEHB
- FEGLI
- association dues
- savings bonds
- performance appraisals
- lump sum leave payments
- compensatory time payments
- transferred leave
- restored annual leave
- non-Federal life insurance
- severance pay
- Combined Federal Campaign contributions.

15 Payroll Documents (Continued)

**B Employee Express**

CO employees may use Employee Express to change some discretionary payroll information. Transactions available through Employee Express include:

- Federal and State taxes
- residence address
- TSP
- FEHB
- direct deposit
- financial allotments
- Employee Express PIN number changes.

Employees may access Employee Express:

- through the Internet at [www.employeeexpress.gov](http://www.employeeexpress.gov)
- by touch-tone telephone at 912-757-3086 or at 800-827-6291.

**C Processing Payroll Documents in PRES**

All payroll documents may be entered into NFC's personnel database using PRES. County Offices, when authorized by the State Office, may process payroll documents in PRES.

NFC's Title I, Payroll/Personnel Manual, Chapter 5, Payroll/Personnel Remote Entry System provides instructions for using PRES.

PRES Doc 102, Non-Federal Life Insurance, is used to process NASCOE Supplemental Insurance from JM Marketing, Inc., using plan code 36 and coverage code 00.

**\*--Note:** Performance appraisals and employee addresses can be entered using I\*CAMS.--\*

15 Payroll Documents (Continued)

**D PRES Docs Exceptions**

The following PRES Doc's are **not** authorized for CO employees or committee members.

PRES Doc Number	Description
100	Discretionary Allotments
101	Non-Federal Health Benefits
103	Non-Federal Retirement Benefits
121	GAO Locator Input Screen
122	USDA Demonstration Project
123	Education Doc  <b>Note:</b> Education information is recorded on the personnel database. Where available, employees can self-certify *--changes through I*CAMS.--*
124	Professional Certification Doc
185	Flexfund Flexible Spending Account
770	Senior Executive Service Performance Appraisal

**15 Payroll Documents (Continued)**

**E Effective Date of Payroll Documents**

If the effective date is not indicated on the payroll document, the document shall be made effective the next pay period after receipt by the processing office.

**F Filing Payroll Document**

Payroll documents forwarded to the State Office for processing should be maintained by the State Office. County Offices shall maintain a payroll file for documents processed at the County Office, except those documents that are required to be filed in OPF. Those documents will be forwarded to the State Office after processing.

**16 Time and Attendance****\*--A STARweb**

The Agency's authorized automated T&A application is NFC's STARweb. Timekeepers shall use NFC's Title I, Payroll/Personnel Manual, Chapter 7, Section 5, System for Reporting (STAR 4.25 Web-Based Version), as a reference.

**B Recording Time and Attendance**

FSA-958 shall be used to record employees' time and attendance. Employees shall submit completed FSA-958 to the timekeeper at the end of each pay period.

Timekeeper shall:

- review FSA-958
- resolve discrepancies
- enter information into STARweb
- obtain employee's concurrence and supervisor's approval on T&A.

**C Employee Responsibilities**

Employees are responsible for:

- entering **correct** arrival time on FSA-958
- entering **correct** departure time on FSA-958
- signing FSA-958
- submitting approved leave slip, with supporting documentation when required.--\*

16 Time and Attendance (Continued)

**D Timekeeper Responsibilities**

Timekeepers are responsible for T&A activity for all designated employees that include:

- \*--reviewing FSA-958 to use as the official data input document for STARweb
- initialing FSA-958
- maintaining employee records
- entering biweekly T&A's
- printing T&A's for certification
- obtaining employee and supervisor certifications
- preparing transmission files
- transmitting files to NFC
- preparing corrected T&A's when necessary
- preparing leave audits when necessary
- maintaining files of T&A records.

**E Supervisor Responsibilities**

Supervisors are responsible for:

- initialing FSA-958--\*
- overseeing leave administration
- reviewing T&A's and supporting documentation
- certifying:
  - accuracy and completeness of T&A's
  - leave audits, when applicable.



## 16 Time and Attendance (Continued)

**F T&A Accounting Codes**

Accounting codes contain appropriation and accounting information used to:

- disburse and charge the employee's pay and related expenditures to the proper accounting records
- charge the employee's salary and Agency contributions to the appropriate County Office allocation.

A standard structure has been developed for the accounting codes for CO employees and committee members. The standard is Y87SSCCCTC0000, where:

- "Y" is the last digit of the FY
- "87" is the fund code to be used by all County Offices
- "SS" is the numeric State code
- "CCC" is the numeric county code
- "TC" is the type of employee code:
  - "RE" for permanent employee
  - "TO" for temporary office employee
  - "TF" for temporary field employee
  - "CC" for COC, CMC, and alternates
  - "MS" for all others, including advisors
- "0000" are zeros and shall be used by all County Offices, unless advised otherwise.

**Example:** The code for a temporary field employee in Greene County, Ohio for FY 2003 is 38739057TF0000.

16 Time and Attendance (Continued)

**G Transmitting T&A's**

\*--Files shall be transmitted on Monday following the end of the pay period whenever possible. When transmission Monday is a holiday, transmissions are authorized on the last Friday of the pay period. All T&A's must be transmitted by COB Tuesday.--\*

**H Corrected T&A's**

Corrected T&A's:

- may be prepared and transmitted for up to 25 prior pay periods
- are not limited to corrections that would affect only the employee's pay
- may be transmitted when actual hours worked or leave taken is not accurate on the original T&A
- may be transmitted when the accounting classification codes on the original T&A are in error.

16 Time and Attendance (Continued)

I Leave Audits

Timekeepers shall prepare leave audits when requested by the State Office as soon as possible. Prepare leave audits according to the following table.

Step	Action	
1	Conduct the leave audit of <b>ALL</b> leave categories, not only the category in error unless otherwise directed by the State Office.	
2	Complete the leave audit through the last pay period transmitted to NFC.	
	<b>IF...</b>	<b>THEN...</b>
	*--the leave audit shows the leave balance in STARweb is incorrect	correct the leave balance in STARweb--* before preparing the employee's T&A for the current pay period.
	the leave audit shows the balance in the personnel database at NFC is incorrect	FAX the signed (employee and timekeeper) audit to the State Office no later than COB on the 2nd Wednesday of the pay period when the leave audit was prepared.
3	Obtain employee and supervisor's verification and signature.	
4	Retain a copy of the audit with the employee's T&A file.	

**Note:** A leave error checklist is provided on HRD's web site at <http://dc.ffasintranet.usda.gov/hrd/timecheck.pdf>.

17-24 (Reserved)



## Part 4 Verifying Data

### 25 Data Inquiry

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#### A NFC Inquiry Systems

NFC inquiry applications allow users to track, verify, or research personnel/payroll data on actions and payroll transmissions that have applied to NFC's database.

The 2 inquiry applications are:

- PINQ
  - IRIS.
- 

#### B Accessing PINQ

County Offices have access to PINQ. PINQ contains current and 25 pay periods of historical payroll data. NFC's Title V, Chapter 4, Section 1 provides specific guidance on PINQ.

**Examples:** PINQ 32 provides a payroll listing that shows the payment amounts, including gross pay, deductions, and net pay by pay period.

PINQ 46 will display payments or charges by transactions made during a specific pay period including the COC travel amounts.

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#### C Accessing IRIS

County Offices have access to IRIS. IRIS provides personnel and payroll information resident on NFC's database. NFC's Title I, Chapter 15 provides specific guidance on IRIS.

**Examples:** Check IRIS 103 on Friday morning after the PAYE process runs on the first Thursday of the pay period. It will show the last payroll action that has applied. If it does not show the most recent pay period, then that indicates that the T&A for that employee did not process.

Employee inquires about what tax withholding rate is currently being applied for them. IRIS 104-107 will display Federal, State, city, and county tax withholding rates.

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**25 Data Inquiry (Continued)**

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**D****NFC Employee  
Personal Page**

CO employees have authorization to use NFC's Employee Personal Page which is located on NFC's web site. It provides employees with current online access to information about:

- payroll
- leave
- insurance
- W-2
- savings bond
- personal benefit statement
- other personal information.

The Employee Personal Page can be accessed from home or work 24 hours a day, 7 days a week. Current pay period Earnings and Leave statements are available immediately after the payroll process completes and 25 prior pay period Earnings and Leave statements are also available.

The Employee Personal Page is secured by a PIN number. To acquire a PIN number, employees must sign onto the page and request a PIN number. The PIN number will be mailed to the employee's residence address that is on record with NFC. The web site for the personal page is [www.nfc.usda.gov/personal](http://www.nfc.usda.gov/personal).

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**26 Employee Access to OPF's**

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**A  
Access Rights**

An employee's OPF or the data in the folder must be made available to the employee for review upon request. Employees may be required to present proper identification before OPF is provided to them. Employees may obtain copies of records in their OPF.

Employees shall not take the OPF outside the area designated by the State Office for review. OPF shall not be sent to the County Office for the employee to review.

---

**B  
State Office  
Action**

State Offices shall:

- be in control of OPF's at all times
- develop and publish operating procedures and policies that will provide times and locations for employees to review their OPF at the State Office
- \*--grant employees reasonable official time to review OPF's
- provide employees copies of records in their OPF upon receiving FFAS-16.

**Note:** Official travel to the State Office for the purpose of reviewing OPF is not authorized.--\*

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Continued on the next page

**26 Employee Access to OPF's (Continued)**

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**C  
Requesting  
Copies**

Employee's may request copies of records in person according to the procedures and polices announced by the State Office. Employees may request that copies of any or all records in their OPF be mailed to them. For records to be mailed, employee's shall complete and submit FFAS-16 to the State Office. See Exhibit 9.

Employees may only request their own records on FFAS-16. Copies of records shall be provided to the employee free-of-charge once. All subsequent requests for the same records may be subject to charges according to 3-INFO.

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**D  
ID Certification**

To ensure that mailed records are not distributed to someone other than the employee, an ID certification is required on FFAS-16. For subordinate employees, CED's are responsible for certifying that the requester is the employee for whom the records are being requested.

Requests made by CED's shall be certified by either of the following:

- COC member
  - DD.
- 

**E  
Other Requests**

County Offices shall refer all other requests for access to employee records to the State Office.

The following are examples:

- officials within the Agency
  - officials outside the Agency
  - the public.
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## Reports, Forms, Abbreviations, and Delegations of Authority

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**Reports** None

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**Forms** This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-53	USDA Photographic Identification Card		Ex. 6, 7
AD-349	Employee Address		Ex. 6
AD-581	Lump Sum Leave or Compensatory Time Payments		Ex. 7
AD-658P	Within-Grade Increase Record		6
FD-258	Fingerprint Chart		Ex. 6
FFAS-16	Employee Request for Copies of OPF Records	Ex. 9	
FSA-67	Service Computation Date and Retirement Coverage Worksheet		Ex. 6
FSA-67A	Statement of Prior Federal/County Service		Ex. 6
FSA-586	County FSA Committee Members, Advisors, and Employees Oath of Office and Service Obligations		Ex. 6
FSA-675	Application for FSA County Employment		Ex. 6
FSA-958	Work Schedule Log		16
I-9	Employment Eligibility Verification		Ex. 6
SF-50	Notification of Personnel Action		Ex. 4
SF-50b	Notification of Personnel Action		6
SF-52	Request for Personnel Action	Ex. 4	Text
SF-85	Questionnaire for Non-Sensitive Positions		Ex. 6
SF-181	Race and National Origin Identification		Ex. 6

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Continued on the next page

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**


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**Forms  
(Continued)**

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
SF-256	Self-Identification of Handicap		Ex. 6
SF-1152	Designation of Beneficiary--Unpaid Compensation of Deceased Civilian Employee		Ex. 6
SF-1199-A	Direct Deposit Sign-Up Form		Ex. 6
SF-2808	Designation of Beneficiary-Civil Service Retirement System		Ex. 6
SF-2809	Health Benefits Registration Form		Ex. 6
SF-2810	Notice of Change in Health Benefits Enrollment		Ex. 6
SF-2817	Life Insurance Election		Ex. 6
SF-2823	Designation of Beneficiary-State and County employees		Ex. 6
SF-3102	Designation of Beneficiary-FERS		Ex. 6
W-2	Wage and Tax Statement		25
W-4	Federal Withholding Certificate		Ex. 6

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 Continued on the next page

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

This table lists approved abbreviations not listed in 1-CM.

Approved Abbreviations	Term	Reference
CO	county office (pay plan)	Text
FEGLI	Federal Employees Group Life Insurance	15, Ex. 2, 6
FEHB	Federal Employees Health Benefits	15, Ex. 2, 6
I*CAMS	Internet Combined Administrative Management System	5, 6, 15
IRIS	Information/Research Inquiry System	25
LWOP	leave without pay	5, 6, Ex. 5
NITC	National Information Technology Center	16, 26, Ex. 9
NTE	not-to-exceed	5, 6, Ex. 5
OPF	Official Personnel Folder	15, 26
PAYE	Pay Computation System	25, 16

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviations	Term	Reference
PIN	personal identification number	15, 25
PINQ	Payroll/Personnel Inquiry System	25
PRES	Payroll/Personnel Remote Entry System	15
T&A	time and attendance	6, 16, Ex. 7, 8
TC	transaction code	16, Ex. 8
TSP	Thrift Savings Plan	15, Ex. 2

Delegations of Authority

This table lists the delegations of authority in this handbook.

Delegation	Reference
If official authorized to approve SF-52 is absent, the authority is delegated to the person acting in the position.	Ex. 6

**Definitions of Terms Used in This Handbook**

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**Correction**

A correction changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it only changes the way in which it occurred or was documented.

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**Employee**

An employee is an individual employed in a County Office, excluding committee members.

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**Work Schedule**

Each employee has a set work schedule of days per week and hours per day. This forms a pattern that recurs each pay period and can only be changed through formal documentation.

- **Full-Time Employee.** Employee works 40 hours per week for regular full-time and a total of 80 hours per 2 weeks pay period for compressed full-time. Employee is paid on an annual basis.
  - **Part-Time Employee.** Employee must work at least 16 hours per week but not more than 32 hours per week for regular part-time and at least 32 hours per pay period but not more than 64 hours per pay period for compressed part-time. Employee is paid on an hourly basis.
  - **Intermittent Employee.** Employee may not work:
    - more than 28 consecutive days without a break in service of at least 1 day
    - a regularly scheduled tour of duty because this would constitute a part-time tour of duty
    - more than 1,040 hours in a service year. A service year is 1 calendar year from the date of the appointment.
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**SF-52, Request for Personnel Action**

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Item	Instructions
Part A	Complete on all actions.
1	Indicate the specific action requested. See subparagraph 5 B.  <b>Example:</b> Vacancy, promotion, reassignment, termination-expiration of appointment, etc.
2	Use the following format: <ul style="list-style-type: none"> <li>• 2-character State alpha abbreviation (FL for Florida, CA for California)</li> <li>• last 2 digits of FY (01 for 2001 and 02 for 2002)</li> <li>• 3-digit headquarter county code</li> <li>• 3-digit sequential number (start the sequential number at 001 each FY).</li> </ul> <b>Example:</b> FL-01-129-005.
3	Enter the name and telephone number of person to contact if additional information is required by the State Office.
4	Enter the date the requesting office would like the action to be effective or indicate ASAP.
5	Must be signed by appropriate level of requesting/approving official who has been granted this authority.  <b>Note:</b> Minimum level is CED or designee for subordinate CO employees, COC for CED.
6	Only needed for actions that require additional approval. Generally, the second level supervisor or management official.  <b>Example:</b> State Offices may require DD approval before processing some CO actions.

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Continued on the next page

**SF-52, Request for Personnel Action (Continued)**

Item	Instructions
Part B	
1 through 14	Leave items 1-14 blank when request is for a vacancy or new hire.
1	Enter the employee's name.
2	Enter the employee's Social Security number.
3	Enter the employee's date of birth, month/day/year.
4 through 6	Leave blank.
7	Enter the employee's current position title as shown in item 15 on the employee's latest SF-50.
8	Enter CO for employees, AD for committee members.
9	Enter the code as shown in item 17 on the employee's latest SF-50.
10	Enter the employee's current grade as shown in item 18 on the employee's latest SF-50.
11	Enter the employee's current step as shown in item 19 on the employee's latest SF-50.
12	Enter the employee's current salary as shown in item 20 on the employee's latest SF-50. Leave 12A through 12D blank.
13	Enter employee's current code as shown in item 21 on the employee's latest SF-50.
14	Enter the name of organization employee is currently assigned to as shown in item 22 on the employee's latest SF-50.
15 through 21	<p>Leave blank if action is:</p> <ul style="list-style-type: none"> <li>• placing an employee in nonpay status</li> <li>• separating an employee</li> <li>• giving an employee an award or incentive payment.</li> </ul> <p><b>Note:</b> For processing purposes, a quality step increase is not classified as an award, they are changes in pay rate.</p>

Continued on the next page



SF-52, Request for Personnel Action (Continued)

Item	Instructions
15	Enter the position title in which the employee will be placed as a result of this action.
16	Enter CO for employees, AD for committee members.
17	Leave blank.
18	Enter the grade of the position, if established.
19 through 21	Leave blank.
22	Enter the name of organization the employee is being placed in as a result of this action.  <b>Example:</b> Farm Service Agency (State Name) State Office (County Name) County Office or (County Name) Service Center
23 through 31	Leave blank.
32	ENTER:  <ul style="list-style-type: none"> <li>• “F” for full-time</li> <li>• “P” for part-time</li> <li>• “I” for intermittent (including committee appointments).</li> </ul>
33	Complete if the position is part-time.
34 through 38	Leave blank.
39	Enter the city, county, and State of the official duty station.
40 through 51	Leave blank.
Part C	Leave blank.
Part D	Completed when employee resigns or retires, also can be used to enter date of COC executive session when action was approved, concurred with, etc.
Part E	Optional. Completed by employee when they resign or retire.
Part F	Leave blank.

Continued on the next page

**SF-52, Request for Personnel Action**

Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

**REQUEST FOR PERSONNEL ACTION**

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)														
1. Name (Last, First, Middle)															2. Social Security Number		3. Date of Birth		4. Effective Date	
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													
8. Pay Plan		9. Occ. Code	10. Grade or Level		11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade Level	19. Step or Rate	20. Total Salary Award	21. Pay Basis						
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													
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF									
1 - None		3 - 10-Point/Disability		5 - 10-Point/Other		0-None	2-Conditional		1-Permanent	3-Indefinite	YES	NO								
2 - 5-Point		4 - 10-Point/Compensable		6 - 10-Point/Compensable/30%		27. FEGLI			28. Annuitant Indicator			29. Pay Rate Determinant								
30. Retirement Plan				31. Service Comp. Data (Leave)				32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period								
34. Position Occupied					35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status									
1- Competitive Service		3-SES General		E - Exempt	N - Nonexempt			38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)									
2- Excepted Service		4-SES Career Reserved		40. Agency Data			41.	42.	43.	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		2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.																
1. Office/Function							Initials/Signature			Date		Office/Function			Initials/Signature		Date			
A.												D.								
B.												E.								
C.												F.								
Signature											Approval Date									

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Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-6239

Continued on the next page

SF-52, Request for Personnel Action (Continued)



(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.)  YES  NO



**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 of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, ad 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

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.

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)





**Glossary of Personnel Action Terms**

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This table provides a glossary of personnel action terms used on SF-52.

<b>Term</b>	<b>Definition</b>
Appointment (hire)	New appointment for which SF-52 for vacancy was not previously requested.
Change in Duty Station	Change to the city/town, county and/or State in the location of the employee's work site.
Change in Hours	Change in the hours scheduled for an employee on a part-time work schedule.
Change to Lower Grade	Employee moves to another position at a lower grade.
Change in Work Schedule	Change to the employee's work schedule from or to 1 of the following: <ul style="list-style-type: none"> <li>• full-time</li> <li>• part-time</li> <li>• intermittent.</li> </ul>
Denial of Within-grade Increase	The decision to withhold a within-grade increase because of a determination that the employee's performance is not at an acceptable level of competence.
Detail	A temporary assignment of an employee to a different position for a specified period, with the employee returning to their regular duties at the end of the detail.
Expiration of Appointment	Separation of an employee from a temporary appointment because the expiration date of the appointment has been exceeded and appointment is not being extended.
Extend Appointment	Extension of the NTE date of a temporary appointment.
Furlough	Placement of an employee in a temporary nonpay status and nonduty status because of lack of work or funds, or for other nondisciplinary reasons.

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Continued on the next page

**Glossary of Personnel Action Terms (Continued)**

<b>Term</b>	<b>Definition</b>
LWOP	Placement of the employee in a nonpay status at the employee's request for more than 30 calendar days.
Promotion	Employee receives an advancement to a higher-graded position with a higher rate of pay.
Quality Step Increase	Employee receives an increase in rate of basic pay by advancement from 1 step of their grade to the next as a reward for performance.
Reassignment	Employee is moved from 1 position to another position within the CO system at the same grade level.
Removal	Action is initiated by the Agency to end the employee's appointment. The employee has appeal rights. Indicate reason for removal.
Resignation	When a separation from CO service is initiated by the employee.
Return to Duty	Employee returns to duty from a nonpay status.
Retirement	When an eligible employee separates from CO service and applies for a retirement annuity. Indicate if retirement is: <ul style="list-style-type: none"> <li>• voluntary</li> <li>• early out</li> <li>• discontinued service</li> <li>• disability.</li> </ul>
Suspension	Employee is put in a nonpay status for disciplinary reasons or pending outcome of procedural, criminal, or investigative proceedings.
Temporary Promotion	Employee receives a temporary NTE promotion to a different position for a specified period and will return to their regular duties and grade at the end of the assignment.

Continued on the next page

Glossary of Personnel Action Terms (Continued)

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Term	Definition
Termination	Action is usually initiated by the Agency to end the employee's appointment and the employee does not have appeal rights. Indicate reason for termination.  <b>Note:</b> Also used for "Termination, appointment in (agency)" when the employee accepts a Federal appointment without a break in service.
Vacancy (recruit)	Request is for the purpose of filling a current vacancy.
Within-Grade Increase	Employee receives an increase in rate of basic pay by advancement from 1 step of their grade to the next after meeting requirements for length of service and performance.

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**Checklist for Appointment Package**

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County Offices shall obtain and submit all applicable forms listed in this table to the State Office for new appointments.

<b>Form</b>	<b>Description</b>
AD-53	ID Card
AD-349 <u>1/</u>	Address Form
FD-258	Fingerprint Chart
FSA-67	Service Computation Date and Retirement Coverage Worksheet
FSA-67 A	Statement of Prior Federal/County Service
FSA-586 <u>1/</u>	County Oath of Office and Service Obligation
FSA-675	FSA application for County Office employment  <b>Note:</b> FSA-675 shall be signed by employee and approving official.
I-9	Employment Eligibility Verification
SF-52 <u>1/</u>	Request for Personnel Action  <b>Note:</b> If position was filled competitively, SF-52 submitted for the vacancy will be used, no additional SF-52 is required.
SF-85	Questionnaire for Non-Sensitive Positions - Security Form
SF-181 <u>1/</u>	Race & National Origin Identification  <b>Note:</b> Indicate the employee's gender (male or female) on the bottom of SF-181.

1/ Required for committee appointments.

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Continued on the next page

Checklist for Appointment Package (Continued)

Form	Description
SF-256 <u>1/</u>	Self-Identification of Handicap
SF-1199-A <u>1/</u>	Direct Deposit Sign Up Form
SF-2808 SF-2823 SF-3102 SF-1152	Designation of Beneficiary Forms
SF-2809 or SF-2810	FEHB Registration Form
	Notice of Change in Health Benefits Enrollment
	FEHB-PC Waiver Form
SF-2817	FEGLI Election Form
W-4 <u>1/</u>	Federal Withholding Certificate
Release Form	Fair Credit Reporting Act of 1970 Release Form
Tax Forms <u>1/</u>	State and local tax forms
	Position Description
	Annuitant Statement of Benefits (For re-employed annuitants only.)

1/ Required for committee appointments.

**Note:** Employees may access the following websites to obtain these forms:

- \*--[www.gsa.gov/forms](http://www.gsa.gov/forms)
- [www.opm.gov/forms](http://www.opm.gov/forms)
- <http://intranet.fsa.usda.gov/> Click on the link to the FFAS Employee Forms site.--\*

Some forms are only available in printed format at the Landover and Kansas City Warehouse.

**Checklist for Separation Package**

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County Offices shall obtain and submit all applicable documents listed in this table to the State Office for separations.

<b>Form</b>	<b>Description</b>
AD-53	ID Card
AD-581	Lump Sum or Compensatory Payments
SF-52 <u>1/</u>	Request for Personnel Action
<u>1/</u>	Final T&A
	Leave audit
	Retirement package
	Death package

1/ Required for committee appointments.

**Note:** Employees may access the following websites to obtain these forms:

- \*--[www.gsa.gov/forms](http://www.gsa.gov/forms)
- [www.opm.gov/forms](http://www.opm.gov/forms)
- <http://intranet.fsa.usda.gov/> Click on the link to the FFAS Employee Forms site.--\*

Some forms are only available in printed format at the Landover and Kansas City Warehouse.

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REPRODUCE LOCALLY. Include form number and date on all reproductions.

<b>FFAS-16</b> (01-17-01)		U.S. DEPARTMENT OF AGRICULTURE Farm and Foreign Agricultural Service		
<b>Employee Request for OPF Records</b>				
1. Name of Employee	2. Telephone No.	3. Social Security Number	4. County Office	5. Date of Request
Jane Doe	101-111-1212	111-11-1111	Butler	02-1-XX
6. List Records Requested				
All Personnel Actions effective after 1-1-00. (SF-50) Most recent FEHB form. (SF-2809 or SF-2810) Most recent designation of beneficiary for FERS. (SF-3102) Most recent TSP election form. (TSP-1)				
7. Additional Information		8. Mail records to Address Below		
		Jane Doe 2121 Elm Street Anytown, MO 01010		
9. Employee Signature				10. Date
/s/ Jane Doe				02-01-XX
<b>Certification of Employee's Identity</b>				
11. Name of Employee's Supervisor		12. Telephone No.		
Joe Boss		101-111-2121		
13. Supervisor's Signature				14. Date
/s/ Joe Boss				02-02-XX
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.</small>				

