

## How to prepare SF 52, Request for Personnel Action

### Part A

1. If you're not sure of what action to use, call HRO 212-4215/4208
2. For your use - not required by HRO
3. Name and phone number of person we should call if we need additional information
4. Date you prefer--we'll try to make it happen, but HRO will determine effective date
5. Action requested by - usually immediate supervisor - name, title, phone number, date and signature
6. Next level supervisor - name, title, phone number, date and signature

**Be sure Air Commander / MACOM AO / Director signs off in upper right corner of SF 52**

### Part B

1. Last name, first name, **middle name**
2. Social Security Number - be sure to verify number
3. Date of Birth
4. Leave blank
- 5-A through 6-E Leave blank
7. Position title, PD number, and MD# or FC# person is coming **FROM**
- 8 through 11 **FROM** position information
- 12 and 13 Leave blank
14. Unit/Activity coming **FROM** (if applicable)
15. Position Title, PD number and MD# or FC# going **TO**
- 16 through 18 **TO** position information
- 19 through 21 Leave blank
22. Unit/Activity going **TO**
- 23 through 51 Leave blank

Part C Leave Blank

Part D For your use

Part E To be completed by Technician - only for Resignation or Retirement

Part F Usually for HRO use, but if you need the space use Part F and/or attach additional sheet. You may use this space for qualification requirements on Fill Position SF 52s.