

**MILITARY DEPARTMENT OF NEBRASKA
HUMAN RESOURCES OFFICE
1300 MILITARY ROAD
LINCOLN, NEBRASKA 68508-1090**

NGNE-HRO-TMB

13 September 2010

MEMORANDUM FOR Supervisors and Managers of Technicians and AGRs

SUBJECT: SF-52, Request for Personnel Action

1. Reference:

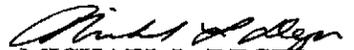
a. The Guide to Personnel Processing Actions (GPPA), Chapter 3, paragraph 1-3: No personnel actions can be made effective prior to the date on which the appointing officer (designated HRO personnel) approved the action. That approval is documented by pen and ink signatures until the electronic version is implemented. By approving the action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly certified.

2. Effective 1 October 2010, SF-52, Request for Personnel Action, forms will be submitted to arrive at the Human Resources Office (HRO) no later than three (3) working days prior to the requested effective date.

3. This guideline applies to all Federal technician and AGR personnel requests. Three working days are needed to manage, process actions, and provide customer service.

4. Requests not in compliance with the no later than three (3) working days will be reviewed with the requesting supervisor/manager and the effective date amended to comply with this policy unless approved by the Army Chief of Staff or Air Commander. Non-compliance could adversely affect your employees.

FOR THE ADJUTANT GENERAL:


MICHAEL L. DEGER
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Human Resources Officer