

Government forms

STANDARD FORM 52
REQUISITION FOR PERSONNEL ACTION
U.S. CIVIL SERVICE COMMISSION
JANUARY 1958—FEDERAL PERSONNEL
MANUAL, CHAPTER IV

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establishment, change grade or title, etc.)		B. APPROVED:	
FROM—		10. POSITION TITLE AND NUMBER	
11. FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		9. SERVICE, GRADE, AND SALARY	
12. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>		10. ORGANIZATIONAL DESIGNATION	
11. HEADQUARTERS		12. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>	
A. REMARKS (Use reverse if necessary)			
9. REQUESTED BY (Name and title)		D. REQUEST APPROVED BY	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		Signature: _____	
13. POSITION CLASSIFICATION ACTION		Title: _____	
14. POSITION CLASSIFICATION ACTION		15. LEGAL RESIDENCE	
15. LEGAL RESIDENCE		16. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)	
16. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)		17. CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/>	
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