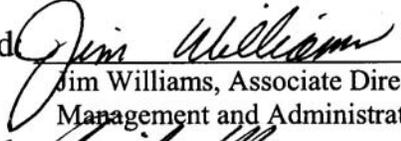


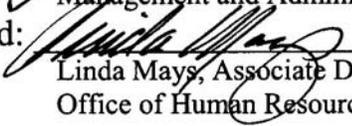


Court Services and Offender Supervision Agency
for the District of Columbia

OPERATIONAL INSTRUCTION

Operational Instruction MA- 2007-51-01
Policy Area: Financial Management
Effective: June 12, 2007

Approved: 
Jim Williams, Associate Director
Management and Administration

Approved: 
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Office of Human Resources

PROCESSING REQUESTS FOR PERSONNEL ACTION STANDARD FORM 52

I COVERAGE

This Operational Instruction governs the procedures for requesting, approving and routing Agency automated requests for personnel actions, Standard Form 52 (SF-52) in the automated AVUE Personnel Action Request (PAR) system.

II GUIDANCE

The Office of Human Resources (OHR) is responsible for CSOSA human resource management, including operational processes for recruitment, staffing and placement. The Office of Financial Management (OFM) is responsible for CSOSA position control, including tracking and maintaining a computerized position control database of authorized positions, by organization and position type (Titles, Grades, etc.); to ensure the agency operates within authorized personnel levels. The Office of Security (Security) is responsible for conducting and adjudicating the Preliminary Background Checks on all individuals prior to entry on duty and maintaining all security databases. To coordinate these efforts and to ensure an efficient and effective processing of Personnel Action requests the following guidelines shall be adhered to.

III PERSONNEL REQUEST PROCESS & RESPONSIBILITIES

1. Request for Personnel Actions

OHR or an appropriate CSOSA manager/supervisor identifies a need for a Personnel Action (i.e., recruitment, appointment, separation, promotion, reassignment or name change) and initiates the request through the AVUE PAR workflow system. All Personnel Action requests must be approved by the appropriate senior level manager or designee prior to being

routed to OHR for approval and processing. If the senior level manager's request is appropriate and accurate, OHR will process the action. Requests for SF-52s must adhere to the specified requirements for the following Personnel Actions:

- SF-52s should be initiated by a senior level manager or designee and routed to approving officials, verifiers, and OHR five business days prior to the desired effective date of the requested Personnel Action or within seven business days after notice of name changes or separations.
- Personnel Action requests for promotions or reassignments should be routed to OHR at least one pay period prior to the desired effective date.
- Requests from a senior level manager for reclassification or upgrade of existing positions must be approved in writing by the Agency Director prior to performance of the reclassification review.
- For new appointment requests, in addition to initiating the SF-52, OHR must provide the tentative offer letter, the Personal Identity Verification (PIV) Request Form and any other identifying information to Security for the Preliminary Background Check.
- SF-52s are not required for Within-Grade Increases.

2. Personnel Action Approval Process

The senior level manager or designee will initiate SF-52s in AVUE. The AVUE system will automatically route the action to the appropriate CSOSA offices for review and approval. If an SF-52 is not approved, the senior level manager or designee must be informed immediately. Once approved by all organizations, the SF-52 will be processed in final by OHR. The following shows which offices are required to review and approve SF-52s prior to final processing by OHR:

a. Recruitment SF-52:

- i. Appropriate Senior Level Manager
 - ii. Office of Financial Management
 - iii. Office of the Director
- SF-52s to recruit for vacant positions must be routed by the appropriate senior level manager or designee to OFM, the Agency Director, and OHR for approval. The SF-52 must specifically state the number of positions recruited. Once the recruit SF-52 is approved and the position description approved, OHR will recruit for the position.

b. New Appointment SF-52:

- i. Office of Human Resources
- ii. Office of Security
- iii. Office of the Director
- iv. Office of Financial Management

- Upon selection of a candidate, OHR forwards the tentative offer letter (with the candidate's name, social security number, grade, step, salary and desired effective date), the PIV Request Form and any other identifying information to Security so the Preliminary Background Check can be conducted. When Security completes the Preliminary Background Check they will notify OHR of the approval or denial. Upon Security's approval, OHR will electronically forward the SF-52 to the Director for final approval and then to OFM for entry into the agency position control system, the Payroll Estimation Tool. OFM returns the SF-52 to OHR.

c. Separation SF-52:

- i. Appropriate Senior Level Manager
- ii. Office of Financial Management
- iii. Office of the Director

d. Promotion SF-52:

- i. Appropriate Senior Level Manager
- ii. Office of Financial Management
- iii. Office of the Director

e. Reassignment SF-52:

- i. Appropriate Senior Level Manager
- ii. Office of Financial Management
- iii. Office of the Director

f. Name Change SF-52:

- i. Appropriate Senior Level Manager
- ii. Office of Financial Management

g. Other Personnel Action Types

- i. As determined by OHR.

3. **Responsibilities**

SF-52s should be initiated in PAR and electronically routed for approval five business days prior to the desired effective date of the requested Personnel Action or within seven business days after notice of name changes or separations.

I. Office of Human Resources

- a. Review all Personnel Action requests for appropriateness and accuracy, prior to processing the action.
- b. Forward tentative offer letter, PIV Request and any other identifying information to Security (New Appointment only) for completion of required Preliminary Background Check and updating of security systems.
- c. Ensure that all required approvals are received and Preliminary Background Check is approved (if applicable) prior to processing Personnel Actions in the Agency personnel system.
- d. Maintain the SF-52 according to OPM regulations.
- e. Recruit for new positions based upon the specifics in the approved Recruit SF-52.
- f. Review existing positions for reclassification/upgrade when requested by the appropriate senior level manager and approved by the Agency Director.
- g. Notify applicants in writing when a tentative offer letter is withdrawn.
- h. Notify Security when a tentative offer letter is withdrawn or the applicant declines the offer.
- i. Make reports of personnel actions available for review by OIT, Office of Facilities, Security and OFM as needed.

II Office of Financial Management

- a. Ensure that Personnel Action requests for recruits and promotions are within authorized/budgeted levels as outlined in the annual Appropriation and approved Operating Plans.
- b. Verify that the senior level manager has approved the action.
- d. Record all SF-52s in the OFM position control system within two work days of approval, unless significant position movements require additional time to reconcile and perform quality control.

- e. Reconcile the OFM position control data to actual payroll expenditures each Pay Period.
- f. Develop and issue position control reports, based on the OFM position control data every 30 days, unless other duties (e.g. year-end) take precedent.

III Office of Security

- a. Update and maintain all Security databases, as necessary.
- b. Conduct and adjudicate the Preliminary Background Check on all individuals prior to entry on duty.
- c. Notify OHR when the Preliminary Background Check has been approved or denied.