

Subpart G - Forms Required

WV403.72

WV403.71 Request for Personnel Action (SF-52).

SF-52 will not be required for WAE's hired in field or area offices.

WV403.71(a) Part I.

Part I of the SF-52 will be completed and signed by the Area Conservationist when initiating a personnel action. In addition to a proposed position description, Form AD-332 is to accompany the SF-52 for a new or revised position. The AD-332 must be signed by the supervisor or someone designated in writing to act as the supervisor.

WV403.72 Placement Followup Report, Form AD-506.

Placement Followup Report is no longer required and Form AD-506 has been eliminated. However, this does not relieve the supervisor of assuring that all employees, particularly new ones during their one-year probationary period, are doing a satisfactory job. It is the responsibility of each supervisor to notify management, through proper channels, when an employee is not satisfactorily performing his/her duties.

WV403-19(1)