

**Request a SF-52 via the HCM 52 Tracker**

**Non-Competitive Promotion Handcrew Supervisor Upgrade to GS-462-08**

1.	Log into the HCM 52 Tracker. Click the <b>Request SF-52</b> link located in the upper right hand corner.
2.	<p><b>Organization Unit Code.</b> Enter your complete organization unit code by clicking the <b>down arrow</b>. <b>A lookup box will appear.</b></p> <p><b>Note:</b> Use the lookup search feature by typing 11 and your specific Region two digit number. For example: 11 (Forest Service), 04 (Region 4). You can use the down arrow on your computer to locate your National Forest and Ranger District or continue typing in the codes.</p> <p>Click the <b>Next</b> button.</p>
3.	<p>Click the <b>Select Duty Station City</b> button. Follow the instructions on the screen to select the accurate duty station.</p> <p>Click the <b>Next</b> button. Hit the <b>Tab</b> button on your computer twice to skip to the next step.</p>
4.	Who needs to know about this request? Click the <b>down arrow</b> to enter the appropriate information (if applicable). <b>A lotus notes address lookup box will appear.</b> DO NOT enter the name of the person who will eventually approve this 52. This block is optional. Hit the <b>Tab</b> button on your computer.
5.	Who needs to concur on this request? Click the <b>down arrow</b> to enter the appropriate information (if applicable). <b>A lotus notes address lookup box will appear.</b> DO NOT enter the name of the person who will eventually approve this 52. This block is optional. Hit the <b>Tab</b> button on your computer.
6.	<p><b>Do you want to fill or classify a position?</b> Click <b>No</b>. Click the <b>Next</b> button.</p> <p><b>Note:</b> This is not a request to fill because the job is not vacant, it is a non-competitive promotion of an encumbered position. This is not a request to classify because an Agency position description that has already been classified by ASC-HCM.</p>
7.	<b>Is the existing target GS-14 or above?</b> Click <b>No</b> . Click the <b>Next</b> button.
8.	<b>Action Requested.</b> Click the <b>down arrow</b> . Double Click on <b>Promotion</b> .
9.	<b>Is this a permanent employee?</b> Click <b>Yes</b> . Click the <b>Next</b> button.
10.	<b>Promotion Options.</b> Click the <b>down arrow</b> . Double Click on <b>Accretion of Duties</b> .
11.	<p>Do you have the position's Job Code (MR#)? Click <b>Yes</b>. Enter <b>FS2138</b> in the Job Code (MR#) field and click the <b>Next</b> button.</p> <p><b>Note: This is a request to non-competitively promote a GS-462-7 Handcrew Supervisor that has or will have at least 52 weeks of pay status in the his/her current position by the proposed effective date (you will enter the proposed effective date in step 23 below).</b></p> <p>Click the <b>Tab</b> button on your computer twice to skip to the next step.</p>

12.	<b>Is this series a one-grade interval or two-grade interval?</b> Click the radio button for <b>One</b> . Click the <b>Next</b> button.
13.	<b>Name of employee?</b> Use the format indicated to enter the legal birth name. Do not enter a nickname or partial name. Click the <b>Next</b> button.
14.	Enter the date of birth in the format indicated. Click the <b>Next</b> button.
15.	Enter the social security number in the format indicated. Click the <b>Next</b> button
16.	Enter the <b>GS</b> . Click the <b>Next</b> button.
17.	Enter the series as <b>0462</b> . Click the <b>Next</b> button.
18.	Enter the grade as <b>08</b> . Click the <b>Next</b> button
19.	Enter the title as <b>Supvy Forestry Technician (Handcrew)</b> . Click the <b>Next</b> button
20.	Click on <b>Attachments</b> : Attach the signed Handcrew Supervisor Rating Analysis. Click <b>Save and Close</b> . <b>Note: SF-52 will not be processed unless this form is attached.</b>
21.	<b>Remarks. Upgrade to new Handcrew position based on 3/2012 FAM letter.</b> Hit the <b>Tab</b> button on your computer.
22.	<b>Supervisor of Record</b> . Click the <b>down arrow</b> to enter the appropriate information. A lotus notes address lookup box will appear. <b>Double click on the name</b> . Click the <b>Next</b> button.
23.	Click the <b>Pay Period Calendar</b> link or number in box. Enter the effective date. <b>Note:</b> This date is to be set at least two (2) pay periods from the <u>approval date</u> of the SF-52 and will not be retroactive. Click the <b>Next</b> button.
24.	<b>Action Requested by</b> . If your name should be in this block, click on <b>Me</b> otherwise, click the <b>down arrow</b> to enter the appropriate information. A lotus notes address lookup box will appear. <b>Double click on the name</b> . Click the <b>Next</b> button.
25.	Enter the <b>title</b> of the requesting person Click the <b>Next</b> button. <b>Request Date</b> will be pre-populated with the current date the request is entered. Do not change this date.
26.	Is the approver acting? Click the <b>Yes</b> or <b>No</b> and follow the instructions. Click the <b>down arrow</b> . A lotus notes address lookup box will appear. <b>Double click on the name</b> . Click the <b>Next</b> button.
27.	Click the <b>down arrow</b> . <b>Double click</b> on the title. Click the <b>Next</b> button. A pop-up reminder message will appear, <b>click ok</b> .
28.	Select the appropriate. <b>Save as Draft and Close</b> – use this option if you want to come back later and add your attachments. This will keep your request in a pending status. <b>Save &amp; Close</b> – Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. <b>Save and Email Approver &amp; Close</b> - Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. <b>Manager request is complete.</b>