

Directive 333.1
1/28/92

REQUESTS FOR PERSONNEL ACTIONS

- I. PURPOSE This Directive:
- A. Sets forth the authority and policy for requesting personnel actions; and
 - B. Provides guidelines on the preparation and submission of documents used to request personnel actions.
- II. AUTHORITY The authority for requesting and processing personnel actions is contained in the Federal Personnel Manual (FPM), Chapter 296, Subchapter 1.
- III. DEFINITIONS
- A. Authorized official is a person who has been delegated the responsibility to approve the requests for personnel actions, following guidelines issued in AMS Directive 106.1, Preparing and Issuing Delegations of Authority.
 - B. Requesting office refers to the office preparing the request for personnel action.
 - C. Servicing personnel office applies to any one of the organizational units described below:
 - 1. Personnel Division (PED), AMS, Washington, DC, is responsible for approving personnel actions for all Schedule C, Senior Executive Service (SES), and GS/GM-13, 14, and 15 positions nationwide. PED is also responsible for processing all personnel actions and related documents for Schedule C and SES positions through the National Finance Center (NFC) Automated Payroll/Personnel Processing System.
 - 2. Customer Support Services (CSS), Field Servicing Office (FSO), APHIS, Washington, DC, is responsible for providing advisory services on personnel issues for GS-12 and below positions at headquarters; serving as liaison with the Field Personnel Services (FPS) in Minneapolis; and recruiting and filling clerical and secretarial positions at headquarters.
 - 3. FPS, FSO, APHIS, Minneapolis, MN, is responsible for approving personnel actions for GS-12 and below positions. FPS is also responsible for processing personnel actions and related documents for positions in AMS (except Schedule C and SES) through PACT and PRES.
- IV. POLICY It is AMS policy to:
- A. Have requests for personnel actions documented and approved by an authorized official before the requested action can be taken.
 - B. Have each Division identify its offices that will have the responsibility for initiating the written requests for personnel actions.
- V. WHEN TO REQUEST A PERSONNEL ACTION A request for personnel action should be initiated when it is necessary to fill a position, or change personnel-related data on a position or a current employee. Attachment 1 lists and defines the most common types of requests.
- VI. FORM USED TO REQUEST A PERSONNEL ACTION Form SF-52, Request for Personnel Action, is the document used by managers to request personnel actions and by the servicing personnel office to officially record staffing, classification, and other personnel determinations. Information on the SF-52 is also used to update the Personnel Action Request Information System (PARIS) and input data into the NFC Position Management System (PMSO) and PACT. A copy of Form SF-52 is shown in Attachment 2.
- VII. PREPARATION OF FORM SF-52
- A. Recruitment Actions.
 - 1. The requesting official shall prepare Form SF-52 in accordance with instructions contained in Attachment 2.

2. When there are multiple positions to be filled, a Form SF-52 should be completed for each position. For example, to recruit and fill four Office Automation Clerk positions, prepare four Forms SF-52.

3. After the selection has been made, the servicing personnel office will update the Form SF-52 used for the recruitment action by entering the information necessary to process a name action.

B. Actions Resulting from Employee Relations Cases. In most instances, the Employee Relations Branch (ERB), PED, AMS, is responsible for preparing the Form SF-52 for adverse actions (including furloughs for 30 days or less) and other Agency-initiated actions based on poor performance or misconduct. The most common examples of these types of actions are:

1. Suspension (and subsequent return to duty).
2. Discharge during probation.
3. Removal.

C. Resignation Actions.

1. The separating employee completes Part E of Form SF-52 or submits a letter of resignation stating the reasons for resigning, the effective date, and forwarding address. The rest of the form is completed by the requesting office.

2. The requesting office completes Part D if the employee gives an oral resignation or if there is different information relative to the reason for the employee's resignation than was stated.

D. All Other Actions. The requesting office shall prepare the SF-52 in accordance with the instructions contained in Attachment 2.

VIII.
REQUIRED
SUPPORTING
DOCUMENTS TO
ACCOMPANY
FORM SF-52

A. The following types of actions require either a signed Form AD-332, Position Description Cover Sheet, with seven copies of the job description for a new position; or two copies of the current AD-332 and job description for an established position:

1. Recruitment Actions. When there are multiple positions to be filled, there must be a copy of the Form AD-332 and the correct number of job descriptions prepared for each position. If a position is being recruited for at multiple grade levels, there must be a position description for each grade level.

2. Appointment Actions.

3. Change Actions. Those actions which change the employee's position, such as promotion or reassignment actions.

Position descriptions for standard jobs are not required to be submitted with Form SF-52.

B. Recruitment actions to be filled through merit promotion procedures require a job analysis in addition to the requirement in paragraph A above. Also, a job analysis may be necessary when filling certain positions through the Office of Personnel Management certificates. Contact the servicing personnel office for more guidance, when needed.

C. Appointment actions require a variety of supporting forms, as described in Attachment 3, in addition to the requirement in paragraph A above.

D. Temporary promotion actions must be accompanied by a statement signed by the employee which gives the conditions of the temporary promotion, in addition to the requirement in

paragraph A above. A standardized format has been developed (see Attachment 4).

E. Change to lower grade actions, at the employee's request, must be accompanied by a memorandum signed by the employee requesting a change to a lower grade, in addition to the requirement in paragraph A above. A sample of the standardized format for the memorandum is shown as Attachment 5.

F. Name change actions must be accompanied by a written request for the name change, signed by the employee. The request must state the reason for the name change; i.e., marriage, divorce, or other legal action, and the date of the legal action effecting the change. A copy of the legal document changing the name is required for cases other than marriage.

G. Change in work schedule when at the request of the employee, must be accompanied by a written request signed by the employee. The request shall state that the employee understands which employee benefits (leave, health and life insurance, etc.) if any, will be affected. Conversely, a change in work schedule, such as intermittent to part-time or full-time, may result in additional benefits to the employee and therefore may not require a signed request. Since benefits vary according to a specific situation, the requesting office and/or employee should contact the servicing personnel office in each specific case.

H. Separation actions requiring supporting documentation are described in paragraphs I, J, and K below. Although many separation actions do not require supporting documentation in order to be processed, the requesting office should be aware of all the forms needed to close out a separated employee's records, such as Form AD-581, Lump-Sum Payment for Annual Leave and Compensatory Time. The requesting office should review FPM Supplement 296-33 and the following directives when an employee separates from the Agency rolls:

1. AMS Directive 332.1, Resignations;
2. AMS Instruction 442-1, Accountability Clearance of Separating or Reassigned Employees; and
3. AMS Instruction 491-1, Settlement of Claims for Unpaid Compensation Due Deceased Employees.

I. Retirement actions require supporting documents as described in AMS Directive 345.1, Civil Service and Federal Employees' Retirement Systems. Please refer to that Directive for further guidance on retirement actions.

J. Reduction-in-force (RIF) separation actions must be accompanied by Form AD-349, Employee Address. This form is used by NFC to document the address for severance paychecks.

K. Resignation actions must be accompanied by a letter of resignation, if one was submitted, or supervisor documentation.

IX. SUBMISSION OF REQUESTS FOR PERSONNEL ACTIONS

A. Form SF-52 and any required supporting documentation are submitted by mail or electronic transmission to the servicing personnel office as follows:

1. If Form SF-52 is affecting a position with a standard job number listed in Attachment 6, send to:

U.S. Department of Agriculture
APHIS Field Servicing Office
Field Personnel Services
Butler Square, 5th Floor
100 North 6th Street
Minneapolis, MN 55403

2. All other Forms SF-52 are sent to:

U.S. Department of Agriculture
AMS, Personnel Division
Classification Branch
Room 1721 - South Building
P.O. Box 96456
Washington, DC 20090-6456

B. Form SF-52 and required attachments must be received in the servicing personnel office a minimum of one full pay period prior to the proposed effective date (except for RIF actions which must be received at least 45 days prior to the effective pay period). Late submission delays the effective date of an action, and may cause unnecessary hardship to the employee, such as the employee not getting paid. If an emergency situation arises, contact the servicing personnel office through the Administrative Officer.

X.
CANCELING
REQUESTS FOR
PERSONNEL
ACTIONS

A. Action by the Requesting Office. A requesting office may wish to cancel a Form SF-52 before the personnel action is effected. In such cases, the requesting office shall immediately notify the servicing personnel office so that appropriate action may be taken. The canceled Form SF-52, with documented reason for cancellation, will be returned to the appropriate initiating office.

B. Action by the Servicing Personnel Office. It may be necessary for the servicing personnel office to recommend cancellation of a Form SF-52 for various regulatory reasons. In such cases, the canceled Form SF-52, along with documented reason for the cancellation, will be returned to the office that initiated the form.

L. P. Massaro
Deputy Administrator, Management

Attachments:

- Attachment 1 -- Examples of Types of Personnel Actions
- Attachment 2 -- INSTRUCTIONS FOR COMPLETING FOR SF-52
- Attachment 3 -- DOCUMENTS NEEDED FOR ACCESSION ACTIONS
- Attachment 4 -- EMPLOYEE'S TEMPORARY PROMOTION STATEMENT
- Attachment 5 -- EMPLOYEES'S REQUEST FOR CHANGE TO LOWER GRADE
FOR PERSONAL REASONS
- Attachment 6 -- Offices authorized to send SF-52 directly to
APHIS FSO in Minneapolis

Attachment 1
AMS Directive 333.1

Examples of Types of Personnel Actions

POSITION ACTION -- not requesting action on a particular employee.

Name of Action Requesting Action be Taken to:

Recruit Fill a newly established position, or a vacant position.

Establish a New Position or
Reclassify an Existing Position Establish a new position or reclassify an existing position when recruitment and/or merit promotion is not involved.

ACCESSION ACTION -- used to add a new employee to the USDA rolls.

Name of Action Requesting Action be Taken to:

Permanent Appointment Hire an employee on an appointment without time or other limitation.

Other names: Career-Conditional Appointment
 Career Appointment
 Reinstatement (Career or
 Career-Conditional)
 Excepted Appointment
 Transfer (Career or Career-
 Conditional)

Temporary Appointment

Hire an employee on a time-limited or non-
 permanent appointment.

Other names: Excepted Appointment Not-to-
 Exceed (NTE)
 30-Day Emergency Appointment
 Appointment NTE

CHANGE ACTION -- used to change personnel-related data on an
 employee currently on USDA rolls.

Name of Action Requesting Action be Taken to:

Promotion Change employee's present grade level to a
 higher grade level (or to a higher rate of
 pay between systems; i.e., WG to GS).

Promotion NTE Change employee's present grade level to
 higher grade level for a specific amount of
 time when, upon completion, the employee
 returns to the former grade.

Change to Self-explanatory.
 Lower Grade

Reassignment Change an employee from one position to
 another without promotion or demotion.
 This would include requests to revise an
 employee's position description and
 transfers of employees from other USDA
 agencies.

Conversion to Change an employee's type of appointment to
 Permanent a permanent appointment.

Other name: Conversion to Career or
 Career-Conditional
 Appointment.

Conversion to Change an employee's type of appointment to
 Temporary a temporary appointment.
 Appointment

Other names: Conversion to Excepted
 Appointment Not-to-Exceed
 Conversion to Appointment
 Not-to-Exceed
 Conversion to Summer
 Appointment

Position Change Change an employee from one position to
 another where he/she is entitled to grade
 retention. Usually occurs during a
 reduction-in-force demotion.

Detail Temporary assignment of an employee to a
 different position or set of duties for a
 specified period of time. There is no
 formal position change; officially, the
 employee continues to hold the position
 from which detailed and keeps the same
 status and pay. The employee is expected
 to return to regular duties at the end of
 the assignment.

NOTE: An SF-52 is not required for
 details of less than 30 days; or details to
 a position that is identical to the
 employee's current position or that is of
 the same grade, series, and basic duties of
 the employee's current position.

Termination of Terminate an employee's detail to a
 Detail different position or set of duties.

Name Change Change the employee's official personnel
 records when an employee's name changes due

	to marriage, divorce, or other court action.
Leave Without Pay (LWOP)	Place an employee on a temporary non-pay and non-duty status at the employee's request for 30 days or more. Often used when an employee goes on maternity leave after sick leave or annual leave is depleted.
Extension of LWOP	Extend the return to duty date of the initial LWOP action.
Suspension	Place an employee in a temporary non-pay non-duty status required for disciplinary reasons or other reasons pending an inquiry.
Furlough	Place an employee in a temporary non-pay non-duty status because of lack of work or funds or for other nondisciplinary reasons required by the Agency.
Return to Duty	Bring an employee back to pay status and duty after a continuous period of furlough, suspension, LWOP, or placement in a non-pay status.
Change in Duty Station	Change the official record when an employee's office moves from one geographic location (city and State) to another, and no other change occurs.
Change in Work Schedule	Change the employee's work schedule; e.g., full-time to part-time, or intermittent. A schedule cannot be changed to fewer hours unless it is at the employee's request, under adverse action, or when part of a pre-employment agreement.
	NOTE: No action is required to change an employee's work schedule when the employee is assigned to a "mixed-tour" schedule unless the employee is going on or coming off the "mixed-tour" schedule.
Placement in Non-Pay Status	Seasonal employee goes to non-pay status due to lack of work or funds.
Change in Work Hours	Change in the total number of hours during the pay period that a part-time employee is scheduled to work.

SEPARATION ACTIONS -- used to remove an employee's records from the USDA rolls.	
Name of Action	Requesting Action be Taken to:
Resignation	Separation action initiated by an employee because of his/her desire to leave the U.S. Government.
Retirement	Remove an employee from the rolls under circumstances which entitle him/her to an immediate annuity.
Termination	Nondisciplinary separation action initiated by the Agency, such as when Not-to-Exceed date is reached by a temporary employee, or when employee is separated by RIF procedures.
Termination-Appointment In	Separate an employee from USDA rolls when he/she is going to employment in another Federal agency without a break in service.
Removal	Separate an employee for disciplinary reasons for other than inefficiency or unacceptable performance.
Discharge	Agency-initiated action to take an employee

off its rolls (for work performance and/or for misconduct or delinquency) when employee is serving on an appointment that does not afford him/her appeal rights.

DUMMY ACTION -- An SF-52, initiated by the losing Division, when an employee is assigned to another USDA agency. These only have to be completed on actions that are required to update Agency records. The official action is processed by the gaining agency.

Attachment 2
AMS Directive 333.1
1/28/92

INSTRUCTIONS FOR COMPLETING FORM SF-52

Recruitment Actions

I. All Offices

Requesting offices shall follow the guidelines set forth below when submitting Form SF-52 for recruitment actions.

PART A

Item	Entry
1	Enter "recruit."
2	Enter the control number for the SF-52 tracking system. Example: CN-FD-XX-001-18
3	Enter the name and telephone number of the person who can provide additional information, if needed.
4	Leave blank.
5	Enter the requesting official's name, title, signature, and the request date.
6	Enter the approving official's name, title, signature, and the concurrence date.

PART B

Item	Entry
1-14	Leave blank.
15	Enter the full official title of the position, as shown in the position description. Include working title, if appropriate. If filling a vacant position, state both the master record (MR) and individual position (IP) number. If filling a standard job, include the SJ number (which is also the MR). If recruiting at more than one grade level, indicate position numbers for each level.
16	Enter the pay plan code.
17	Enter the occupational (series) code.
18	Enter the grade level, as shown on the position description. If recruiting at multiple grade levels, place all grades in this block; e.g., "5/7."
19-21	Leave blank.
22	Enter full organizational location of office where position is to be located (abbreviated, if necessary). Also enter organizational level code. Example: USDA, AMS, PED, Employment Policy Branch. 02 05 66 0011
23-31	Leave blank.
32	Enter work schedule code.
33	Enter biweekly hours if part-time.
34-37	Leave blank.
38	Enter duty station code. Example: 11 0010 001.

- 39 Enter the city, county, and State of the duty station.
- PART C Leave blank. This section will be completed by the servicing personnel office.
- PART D Provide the following information:
- When recruiting through merit promotion, indicate the area of consideration to be used for recruitment (i.e., Division-wide, USDA-wide, Government-wide). The area may not be less than the minimum area stated in the Merit Promotion Plan (AMS Directive 302.1).
- When a job analysis is required, note one of the following remarks: (a) job analysis attached; (b) job analysis to follow; or (c) contact the subject-matter expert responsible for the job analysis (name and phone number).
- Indicate whether relocation costs will be paid by the Agency.
- Indicate promotion potential in accordance with the Merit Promotion Plan (AMS Directive 302.1, Attachment 2). Example: Promotion Potential: GS-09, or Promotion Potential: None.
- Name and address of selecting official who should receive the OPM certificate or merit promotion memorandum and applications.

II. Offices with Delegated Authority for Standard Job Actions

In addition to the above information, those requesting offices identified in Attachment 6 which have authority to transmit SF-52's for designated standard jobs directly to FSO will add information to the following blocks:

PART B

- | Item | Entry |
|------|--|
| 15 | If filling a new position, indicate the standard job number (MR) and assign an individual position (IP) number from your prescribed log. |
| 22 | Enter organizational structure code.
Example: 02-08-09-0200-01. |
| 35 | Enter FLSA Category. |
| 37 | Enter proper Bargaining Unit Status code. |
| 38 | Enter GSA location code (State-city-county).
Example: 11-0010-001. |
| 41 | Enter target grade (or full performance level).
Example: FPL-9. |
| 42 | Enter position status for budget. Example: Y (permanent), N (other). |
| 51 | Indicate supervisory code (from block B7 of AD-332). |

PART C

- | Item | Entry |
|------|---|
| 1-A | Enter "Classification" under office/function. The Administrative Officer, Administrative Assistant, or Program Assistant will sign and date this block. |

PART A

- | Item | Entry |
|------|---|
| 1 | Enter personnel action requested (e.g., progressive promotion, reassignment, etc.). |
| 2 | Enter the control number for the SF-52 tracking system.
Example: CN-FD-XX-002-8. |
| 3 | Enter the name and telephone number of the |

person who can provide additional information, if needed.

4 Enter proposed effective date, if any.

5 Enter the requesting official's name, title, signature, and the request date.

6 Enter the approving official's name, title, signature, and the concurrence date.

Part B

Item Entry

1 Enter full last name, first name, and middle name or initial of the employee (do not abbreviate names). If employee has no middle name, enter "NMN" under "Middle." If request is for a name change, enter present name and indicate former name in Part D, Remarks.

2 Enter employee's Social Security number (e.g. XXX-XX-XXXX).

3 Enter date of birth: month, day, and year (e.g., 04 18 58).

4-6 Leave blank.

7-14 Enter the following information in the appropriate block for the employee's current position, or leave blank if employee is not currently employed by the Federal Government.

7 Enter position title, and master record and individual record position numbers, if available.

8 Enter employee's current pay plan, occupation code (series), grade or level, step or rate, salary and pay basis. ("PA" for per annum rate or "PH" for per hour rate.)

14 Enter full organizational location of office where current position is located. Use abbreviations, if necessary.

15 If the position is vacant or if an additional identical position is being filled, enter the full official title, working title, and position number (MR and IP) to which employee will be assigned. If position is unclassified, enter recommended title and omit position numbers. Enter standard job number, if applicable.

16-18 Enter pay plan, occupation code, and grade of new position.

19-20 Leave blank.

21 Enter pay basis of new position ("PA" for per annum or "PH" for per hour).

22 Enter full organizational location of office where new position is located. Use abbreviations, if necessary. Also enter organizational level code. Example: USDA, AMS, PED, Employment Policy Branch. 02 05 66 0011.

23-31 Leave blank.

32 Enter appropriate work schedule code.

33 Enter biweekly part-time hours, if applicable.

34-37 Leave blank.

38 Enter duty station code. Example: 11 0010 001.

39 Enter city, county, and State of employee's official duty station.

40-51 Leave blank.

PART C Leave blank. This section will be completed by the servicing personnel office.

PART D

Enter any specific remarks, such as:

- * Selected from vacancy announcement number 1234X.
- * Length of season is 6 months.
- * Former name was Smith.

- * Tour of duty and work schedule is as follows:
- * Abolish former position.
- * Leave position vacant.
- * Supervisor's note on resignation/retirement.

PART E To be completed by the separating employee, when applicable.

Item	Entry
1	Enter the reason for the resignation as requested in the Privacy Act Statement on the SF-52.
2	Enter the effective date of the resignation. This date should be accurately stated, since the employee's eligibility for retirement, reemployment, and unemployment compensation may be affected. (See AMS Directive 332.1, Resignations.)
3,4	Employee signs and dates the SF-52.
5	Enter a forwarding address.

II. Offices with Delegated Authority for Standard Job Actions

In addition to the above information, those requesting offices identified in Attachment 6 that have authority to transmit SF-52's for designated standard jobs directly to FSO will add information to the following blocks.

PART B

Item	Entry
15	If filling a new position, indicate the standard job number (MR) and assign an individual position (IP) number from your prescribed log.
22	Enter the organizational structure code. Example: 02-08-09-0200-01.
35	Enter FLSA Category.
37	Enter proper Bargaining Unit Status code.
38	Enter the GSA location code (State-city-county). Example: 11-0010-001.
40	Enter the classification code.
41	Enter the target grade (or full performance level). Example: FPL-9.
42	Enter position status for budget. Example: Y (permanent), N (other).
51	Enter supervisory code (from B7 of AD-332).

PART C

Item	Entry
1-A	Enter "Classification" under office/function. The Administrative Officer, Administrative Assistant, or Program Assistant will sign and date this block.

Special Coding on Form SF-52

Type of Action	Coding
----------------	--------

Accession	If appointee is a reemployed annuitant, show Civil Service annuity number and amount of annuity per month in Part D, Remarks.
-----------	---

Name Change	Enter in Part D, Remarks, the employee's former name and reason for the name change.
-------------	--

Termination-Appointment In	Under Part B, Item 22, show the agency to which the employee is transferring. Also give name and phone number of a contact at the gaining agency, if known.
----------------------------	---

Termination (RIF)	Under Part D, Remarks, include subcenter
-------------------	--

number to which severance pay should be charged.

Death Enter in Part D, Remarks: the annual leave, sick leave, and compensatory leave balances; and holiday and premium pay to which there is entitlement, if applicable.

Retirement Show any unused sick leave balance and date of last day in pay status in Part D, Remarks.

Page 8

ATTACHMENT 3 IS A CHART ENTITLED, "DOCUMENTS NEEDED FOR ACCESSION ACTIONS."

For a copy of this attachment, please contact
MRP-MSD-Printing and Distribution Management Branch.

Attachment 4
AMS Directive 333.1
1/28/92

TO: Servicing Personnel Office
SUBJECT: Selection for Temporary Promotion

This is to officially confirm my selection for promotion not to exceed _____ from the position of _____, GS/GM-____, \$ _____ per annum, located in _____. I understand this action will be effective _____.

The following are the terms and conditions which I understand apply to this personnel action:

-- acceptance of this temporary promotion is voluntary;

-- performance standards, ratings, and subsequent pay actions applicable during this period will be based on the temporary position;

-- the initial temporary promotion will not exceed _____. Although the temporary promotion may be terminated earlier than this date, it may not be extended beyond a total of 2 years, without the prior approval of the Office of Personnel Management;

-- the personnel action demoting me back to my present position will not be covered by adverse action procedures unless the promotion extends beyond 2 years;

-- upon termination of this assignment, I will be returned to the position of _____, GS/GM-____. My pay will be adjusted to the rate I would have received had I not been temporarily promoted. I will not be entitled to retain grade and pay benefits under 5 U.S.C 5362 or 5363 nor highest previous rate; and

-- by signing this notification, I attest that I fully understand the terms and conditions of accepting the position, my rights and entitlements while serving in this capacity, and the provisions for returning me to my current position at the termination of the temporary assignment.

Signature

Date

Distribution: Original - OPF
Copy - Employee

Attachment 5
AMS Directive 333.1
1/28/92

EMPLOYEE'S REQUEST FOR CHANGE TO LOWER GRADE
FOR PERSONAL REASONS

Date:_____

I, _____, am requesting a change
 From Position Title _____, Grade _____
 To Position Title _____, Grade _____

My specific reasons for requesting the change to lower grade are
 as follows:
 (State reasons in full)

I acknowledge that this change to lower grade is for my benefit and
 convenience. I am aware that the salary retention benefits under
 5 U.S.C. 5361 will not apply if this change to lower grade is
 taken.

I hereby certify that the above is my own voluntary statement and
 is true and correct.

 (Signature of Employee)

Attachment 6
 AMS Directive 333.1
 1/28/92

The following offices are authorized to send all SF-52's affecting the
 following standard jobs, or employees in these standard jobs, directly to the
 APHIS Field Servicing Office (FSO) in Minneapolis, Minnesota.

All offices listed below	AMS1 (YW-3506)	AMS9 (GW-322-03)
	AMS2 (YV-3506)	AMS10 (GW-322-01)
	AMS3 (GS-322-02)	AMS11 (GW-303-01)
	AMS4 (GS-322-01)	AMS12 (GW-322-02)
	AMS5 (GS-303-01)	AMS14 (GW-303-02)
	AMS8 (GS-303-02)	AMS17 (GS-326-02)

Cotton Division

Grading Branch	167 (WG-3502-02)	CN13 (WG-3502-01)
Classing Office	345 (GS-1981-02)	CN14 (WG-3502-02)
	346 (GS-1981-03)	CN15 (GS-1980-05)
	350 (GS-1981-02)	CN16 (GS-1146-05)
	351 (GS-1981-03)	CN17 (GS-1146-07)
	353 (GS-1980-05)	CN18 (GS-0303-05)
	358 (GS-1980-07)	CN19 (GS-0303-06)
	359 (GS-1980-09)	CN20 (GS-0303-06)
	360 (GS-1980-11)	CN21 (GS-0303-07)
	365 (GS-1980-09)	CN22 (GS-1981-04)
	CN1 (GS-0322-04)	CN23 (WG-3501-01)
	CN2 (GS-0322-03)	CN24 (WG-3501-02)
	CN3 (GS-0303-03)	CN25 (WG-3501-02)
	CN4 (GS-1981-05)	CN26 (GS-1980-09)
	CN5 (GS-1981-06)	CN27 (WG-3359-05)
	CN6 (GS-1981-07)	CN28 (GS-1980-07)
		CN29 (GS-1980-09)
		CN30 (GS-0303-04)
		CN31 (GS-0326-03)
		CN32 (GS-0326-04)

Fiber Technology Branch, CN7 (GS-1981-02)
 Standard Section CN8 (GS-1981-03)
 Memphis, Tennessee CN9 (GS-1981-04)

Fiber Technology, Fiber CN10 (GS-1311-02)
 Laboratory, Clemson, CN11 (GS-1311-03)
 South Carolina CN12 (GS-1311-04)

Dairy Division

Dairy Grading Branch	DD1	(GS-1981-04)	46	(GS-1980-07)
National Field Office	DD3	(GS-0326-03)	297	(GS-1980-09)
	DD4	(GS-0326-04)	298	(GS-1980-09)
	DD5	(GS-1146-05)	318	(GS-1980-09)
	45	(GS-1980-05)		

Fruit and Vegetable Division

Fresh Products Branch	FV14	(GS-1980-05)	FV34	(ZZ-1101-00)
Eastern, Central, and	FV15	(GS-1980-07)	FV35	(GS-1981-04)
Western Regional	FV16	(GS-1980-09)	FV38	(GS-1981-05)
Offices	FV17	(GS-1980-11)	FV39	(GS-1146-05)
	FV18	(GS-0322-03)	FV40	(GS-1146-07)
	FV19	(GS-0322-04)		

Processed Products Branch	FV20	(GS-1980-05)	FV26	(GS-1981-03)
Eastern and Western	FV21	(GS-1980-07)	FV27	(GS-1981-03)
Regional Offices	FV22	(GS-1980-09)	FV34	(ZZ-1101-00)
	FV23	(GS-0322-03)	FV37	(GS-1146-05)
	FV24	(GS-0322-04)	FV41	(GS-1981-05)
	FV25	(GS-1981-02)	FV43	(GS-1146-07)

Western Regional Office	FV28	(GS-1980-05)	FV31	(GS-1981-03)
	FV29	(GS-1980-07)	FV32	(GS-1981-04)
	FV30	(GS-1981-02)	FV33	(GS-1981-05)

Poultry Division

Modesto, Little Rock,	PL1	(GS-0322-03)	PL14	(GS-0303-05)
Des Moines, Gastonia	PL2	(GS-0503-04)	PL15	(GS-1980-08)
Regional Offices	PL4	(GS-1980-09)	PL16	(GS-1146-05)
	PL5	(GS-1980-05)	PL17	(GS-1146-07)
	PL6	(GS-0322-04)	PL18	(GS-0503-05)
	PL7	(GS-1090-07)	PL22	(GS-1981-02)
	PL8	(GS-1980-08)	PL23	(GS-1981-03)
	PL9	(GS-1980-09)	PL24	(GS-1981-04)
	PL10	(GS-1980-09)	PL26	(GS-0326-03)
			PL27	(GS-0326-04)

Tobacco Division

TB1	(GS-1980-11)	TB6	(GS-1980-05)
TB2	(GS-1980-11)	TB7	(GS-1980-09)
TB3	(GS-0303-02)	TB8	(GS-0303-03)
TB5	(GS-1980-07)	TB9	(GS-0303-04)

Livestock and Seed Division

LM1	(GS-1981-07)	LM9	(GS-0099-04)
LM2	(GS-0322-04)	LM10	(GS-1981-05)
LM5	(GS-1980-05)	LM11	(GS-1146-05)
LM6	(GS-1980-07)	LM12	(GS-0322-04)
LM7	(GS-1980-11)	LM13	(GS-1147-05)
LM8	(GS-1980-09)		

—
—
