

National Aeronautics and  
Space Administration  
**NASA Shared Services Center**

*Stennis Space Center, MS*  
39529-6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Customer Guide**

**NSCG-3296-0001      Revision 11.0**

**Effective Date:      March 3, 2022**

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## **NASA Shared Services Center (NSSC) Personnel Action Request (PAR) Submission Guide**

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**Responsible Office: Human Resources Services Division**

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## Approved by

\_\_\_\_\_  
 Amy Alexander  
 NSSC HR Director, Office of the Chief Human Capital Officer

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 Date

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Revision	2.0	March 12, 2013	<ul style="list-style-type: none"> <li>Page 5: Updated the 2013 Submission Schedule Page 5: Added the second</li> <li>paragraph to the submission</li> <li>deadline section.</li> <li>Page 10: Added Recruitment Bonus Checklist</li> <li>Page 15: Added Early Return to Duty Checklist</li> <li>Page 17: Added Extension of Leave Without Pay Checklist Page 22: Added Correction Checklist</li> </ul>
Revision	3.0	October 21, 2013	<ul style="list-style-type: none"> <li>Page 5: Revised Submission Deadline section to address that the 2013 Submission Schedule reflects the Outages and Holidays</li> <li>Page 7: Added Term Employment to Statement of Understanding Included type of Veteran Preference when Department of Defense (DD)-214 is submitted by Center and remark to indicate appointment may be noncompetitively converted</li> <li>Page 11: Added Student Loan Repayment Checklist</li> </ul>

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## Overview

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### 1.0 Background

Personnel Action Requests (PAR) cover transactional Human Resources (HR) activities that are necessary to appoint, promote, separate, record, and maintain personnel changes for the National Aeronautics and Space Administration (NASA) employees.

### 2.0 Purpose

This guide provides checklists to assist with the submission of a PAR and supporting documentation.

### 3.0 Applicability/Scope

The PAR processes, roles, and responsibilities are defined in this document.

### 4.0 Privacy Information

All participants involved must ensure protection of all data covered by the Privacy Act.

### 5.0 Records

PAR supporting documentation received is included in the HR Master Records Index (MRI).

### 6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSCG-3296-0001, NSSC Request for Personnel Action (RPA) Submission Guide, Revision 10.0.

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## PAR Submission Schedule

PARs and supporting documentation should be submitted to the NSSC no later than four (4) Fridays prior to the first day of the pay period in which the personnel action will be effective. Mass requests should be submitted one (1) full pay period prior to the effective date. For more information, please reference the Personnel Action Request (PAR) Service Delivery Guide and [Submission Schedule](#) for exact dates.

PARs submitted with all supporting documentation will be released in the Federal Personnel Payroll System (FPPS) the first week of the pay period if submitted in accordance with the requirements outlined within this document and in accordance with the Submission Schedule due dates. However, system outages and holidays may impact the timing of the release of personnel actions.

To submit a PAR, please navigate to the [NSSC HR Services Portal](#) and select Personnel Action Requests then select SF-52 Personnel Action Request. Choose the appropriate Action Group and Action Type.

**Important:** Do not attach documents to the service requests that contain Personally Identifiable Information (PII). Supporting documentation with PII should be sent encrypted to the NSSC at [nssc@mail.nasa.gov](mailto:nssc@mail.nasa.gov) to the attention of HR - Personnel Action Request (PAR). Please enter the HRC # from the PAR e-mail confirmation you receive for the service request in the subject line (if applicable).

**Note:** All urgent inquiries should be directed to the NSSC Customer Contact Center at 1-877-677-2123 or [nssc-contactcenter@mail.nasa.gov](mailto:nssc-contactcenter@mail.nasa.gov). Use the Notes field in the service requests to provide any additional information the NSSC needs to process the personnel action. Other inquiries may be submitted via the NSSC HR Services Portal by selecting SF-52 Personnel Action Request, then select Inquiry and Inquiry Request.

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## Processing Personnel Requests

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Generally, PARs submitted on time and as a complete package by the Servicing HR Offices are processed no later than Friday the first week of the pay period (FPPS outages and holidays can impact this).

Personnel Actions are processed in the following hierarchical order:

- Return to Duty (RTD) – Friday prior to the effective date
- Within Grade Increases (WGI) – Wednesday after the effective date and no later than Friday the first week of the pay period
- Accessions – As early as Wednesday the first week of the pay period, but no later than Friday the first week of the pay period
- Other Actions (i.e., conversions, promotions, reassignments, etc.) – No later than Friday the first week of the pay period
- System-generated actions other than WGIs – As early as the first week of the pay period if all the above personnel actions are processed, but no later than the end of the pay period
- Late PARs and Incomplete Packages – As early as the first week of the pay period if all the above personnel actions are processed, but no later than the end of the pay period
- Expedited or retroactive actions (excluding Executive Services) – These requests must be approved by the HR Director at the Center stating their awareness and approval and a statement must be included in the notes explaining the reason for the expedited request
- Actions submitted from Executive Services will be treated as expedited actions
- Expedited actions (actions that must be processed due to the urgency of the request) are excluded from the Submission Schedule. For more information about expedited actions, please review the PAR SDG

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## Action Group: Adverse Actions

**ADVERSE ACTION**—A personnel action considered unfavorable to an employee, e.g., change to lower grade, removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part 752)

**Important:** You must have the HR Point of Contact (POC) role for HRSD to submit requests for Adverse Actions.

**Note:** Adverse Action cases will not be visible in HR Case View.

### 1.0 Change to Lower Grade (Adverse)

**CHANGE TO LOWER GRADE** (also called "Demotion" and "Reduction in Grade") (CLG) moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Information Related to the Legal Authority for this Change to a Lower Grade (Adverse)
- Special Pay Setting Information
- Reason for Change to Lower Grade (Adverse)
- New Position Description (PD) Number

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## 2.0 Denial of WGI

**DENIAL OF WITHIN-GRADE INCREASE** is the decision to withhold (not grant) a within-grade increase to a General Schedule employee because of a determination that the employee's performance is not at an acceptable level of competence. (5 CFR 531.409).

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Is the employee on grade or pay retention?
- Information Related to the Legal Authority for this Denial of WGI

## 3.0 Removal

**REMOVAL** is a separation from Federal service initiated by the agency, the Office of Personnel Management or the Merit Systems Protection Board under parts 359, 432, 731, or 752 of title 5, Code of Federal Regulations; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

**Note:** Most removals from the Senior Executive Service under part 359 result in conversion to an appointment outside the Senior Executive Service.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date



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- Information Related to the Legal Authority for this removal
- Reason for Termination/Removal (when required by the Guide to Personnel Action Processing (GPPA), this information will be entered on the SF-52 and SF-50 in the Remarks section.)
- Does the employee have appeal rights?
- Employee's Forwarding Address
- Does the employee have a Service Agreement in place that may require a debt?

#### 4.0 **Suspension**

**SUSPENSION** is the placement of an employee in a temporary non-pay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.

#### **Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Indefinite or Not to Exceed (NTE)
- Will Suspension be Consecutive Calendar Days?
- Reason for Suspension

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## Action Group: Bonuses, Awards, Other Incentives, and QSI Actions

### 1.0 Individual Cash Award – Non-NAAS

**Important:** This request can only be used for awards that cannot be processed through NASA's Automated Award System (NAAS) (e.g., certain Non-Discretionary Performance Awards, awards for separated employees).

**Note:** If you are attempting to correct an award that was submitted in NAAS, please submit a Correction Request. If you have questions related to where your award request should be submitted, please consult with your Center Awards staff.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Type of Award
- Is the awardee a Current NASA employee?
- Amount of Award
- Work Breakdown Structure (WBS) Code(s), if applicable

### 2.0 Quality Step Increase

**QUALITY (STEP) INCREASE (QSI OR QI)** is an increase in employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

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### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

**Note:** Verification of the below conditions are required. If you have questions related to the conditions, please consult with your Center Awards or Performance Management Officer.

- The employee is below the Step 10 of their grade level.
- The employee has received the highest rating of record available under their performance management program.
- The employee has not received a QSI within the preceding 52 consecutive calendar weeks.
- The employee is in their permanent position (i.e., is not on a temporary appointment, Detail, or Temporary Promotion).

### 3.0 Redesignation Bonus

**Important:** You must have the HR POC role for HRSD to submit this request.

### Required Supporting Documentation:

- Signed Service Agreement
- Signed Statement of Understanding (if the employee is being paid a Redesignation Bonus in bi-weekly installments)
- Incentive Approval Package, if applicable

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**Note:** Please reference the NASA Flexibility Act for the requirements of a redesignation bonus under the NASA Flex Act. Link to the NASA Procedural Requirement (NPR) is provided below.

[NPR 3530.1C NASA Pay and Compensation Policy](#)

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Critical Need Competency
- Indicate the Amount
- Frequency of Payment
- Service Agreement Begin Date
- Service Agreement End Date
- WBS Code(s)

#### 4.0 Relocation Incentive

**Important:** You must have the HR POC role for HRSD to submit this request.

**RELOCATION INCENTIVES** are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

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### Required Supporting Documentation:

- Signed Service Agreement
- Document(s) supporting employee's need for relocation (e.g., Reassignment request, directed Reassignment letter, etc.)
- Proof of Residence in the New Location (e.g., lease, proof of property purchase, utility bill, or a similar document to ensure the employee has established residence in the new location)
- Incentive Approval Package, if applicable

**Important:** Most of these types of actions are processed as part of a recruitment package. If this Relocation Incentive is associated to a selection from a Vacancy Announcement or Non-Competitive Hiring Action, please contact the NSSC Staffing Services Branch for additional assistance at 877-677-2123 or [nssc-contactcenter@mail.nasa.gov](mailto:nssc-contactcenter@mail.nasa.gov).

**Note:** Please reference the [NASA Flexibility Act](#) for the requirements of a relocation incentive under the NASA Flex Act. Link to the NASA Procedural Requirement (NPR) is provided below.

[NPR 3530.1C NASA Pay and Compensation Policy](#)

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Indicate the Amount
- Frequency of Payment

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- Service Agreement Begin Date
- Service Agreement End Date
- WBS Code(s)

## 5.0 Retention Bonus

**Important:** You must have the HR POC role for HRSD to submit this request.

**RETENTION INCENTIVES** (Federal wide) are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)

### Required Supporting Documentation:

- Signed Service Agreement
- Signed Statement of Understanding (if the employee is being paid a Retention Bonus in bi-weekly installments)
- Incentive Approval Package, if applicable

**Note:** Please reference the NASA Flexibility Act for the requirements of a retention incentive under the NASA Flex Act. Link to the NASA Procedural Requirement (NPR) is provided below.

[NPR 3530.1C NASA Pay and Compensation Policy](#)

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For

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- Proposed Effective Date
- Is this under the NASA Flex Act of 2004?
- Indicate the Amount
- Frequency of Payment
- Service Agreement Begin Date
- Service Agreement End Date
- Entitlement Amount

## 6.0 Separation Incentive

**Important:** You must have the HR POC role for HRSD to submit this request.

**SEPARATION INCENTIVES** are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.

### Required Supporting Information or Documentation:

- Approval for use of separation incentive (e.g., OCHCO approval for Voluntary Separation Incentive Payment (VSIP))
- HR Case Number for employee separation personnel action request

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Indicate the Amount

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- WBS Code(s)

## 7.0 Student Loan Repayment Request

**Important:** You must have the HR POC role for HRSD to submit this request.

### Required Supporting Documentation:

- Signed Service Agreement

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Frequency of Payment
- Service Agreement End Date
- Vendor Name
- Vendor Loan Account Number
- Entitlement Amount



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## Action Group: Change Actions

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### 1.0 Change in Hours

**CHANGE IN HOURS** is a change in the total number of hours during a day that a part-time employee is scheduled to work. This request is not applicable if a change in hours for a part-time employee will be less than two pay periods.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date
- Number of Hours for Each Week (e.g., Monday/Wednesday - 2 hours, Tuesday/Thursday/Friday - 8 hours = 28 hours per week).

### 2.0 Data Element Change Request

**CHANGE IN DATA ELEMENT** is used to change a data element on the SF-50 or within FPPS such as the Agency Code, Annuitant Indicator, Bargaining Unit Status, FLSA Category, Occupational Code, Pay Rate Determinant, Personnel Office ID, or Position Occupied, Drug Test Code, Financial Disclosure code when no other change occurs.

This request may also be used to update data elements within FPPS that are not documented with an SF-50. If this request is for multiple employees with data element changes, please review the Action Group, select Mass Action and select the Action Type, Mass Change in Data Elements Request.

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**Note:** This request should not be used if the PD number is changing. A Reassignment PAR must be submitted for each PD number.

If a Data Element is incorrect on a SF 50, please submit a Correction PAR.

If the Data Element Change you are requesting requires a PD edit, please submit an Edit Position Description Request prior to submitting this request.

### Required Information to submit the PAR:

- Is this for Multiple Employees? If yes, please use the Mass Change in Data Elements Request.
- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

### 3.0 Duty Station Change

**DUTY STATION** is the city/town, county, and state in which the employee works. For most employees, this will be the location of the employee's work site.

**Note:** If the request to change the duty station is due to an error on a previous personnel action, please submit a Correction PAR.

If the duty station you are requesting is not reflected on the PD, please first submit an Edit Position Description Request.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For

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- Proposed Effective Date
- Is the employee changing to a remote duty station? If yes, please attach the Remote Agreement. If you have a question concerning whether the employee is a remote worker, please contact your Servicing HR Office or your Center Telework Coordinator.
- Special Pay Setting Information, if applicable

#### 4.0 Ethnicity Change

**CHANGE IN ETHNICITY** is used when an employee needs to update their ethnicity within their personnel records.

##### Required Supporting Documentation:

- [SF 181, Ethnicity and Race Identification Form](#)

**Note:** Please submit the SF 181 to the NSSC by fax (Fax # 866-779-6772), or by encrypted e-mail ([nssc@mail.nasa.gov](mailto:nssc@mail.nasa.gov)). Please enter the HRC # from the PAR e-mail confirmation you will receive for this request in the subject line.

##### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
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#### 5.0 Name Change

**NAME CHANGE** is requested as a result of a marriage or a court action, such as a divorce or legal name change.

##### Required Supporting Documentation:

- Updated Social Security Card

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- Marriage License or Certified Court Decree, as applicable

#### **Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

#### **6.0 Org Code Change**

**CHANGE IN ORG CODE** is requested when a change occurs to the employee's organization's code when no other change occurs.

#### **Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- PD Number for New Org Code Change

#### **7.0 Org Code Description Change**

**CHANGE IN ORG CODE DESCRIPTION** is requested when a change occurs to the employee's organization's code description when no other change occurs.

**Note:** If this is a correction to the Org Code Description on a previous personnel action, please submit a Correction PAR.

If you have not updated the Org Code Description on the PD, please first submit an Edit Position Description Request.

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#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Org Code Description

#### 8.0 Position Number

**CHANGE IN POSITION NUMBER** is used when a change to the employee's position description number occurs when no other change occurs.

**Note:** If this is a correction to the Position Number on a previous personnel action, please submit a Correction PAR.

If there are other changes to the position, please submit a Reassignment PAR.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

#### 9.0 Position Sensitivity Change

**CHANGE IN POSITION SENSITIVITY** is used when a change occurs to the employee's position sensitivity when no other change occurs.

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**Note:** If this is a correction to the Position Sensitivity on a previous personnel action, please submit a Correction PAR.

If the Position Sensitivity Change you are requesting is not reflected on the PD, please first submit an Edit Position Description Request.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

#### 10.0 Service Computation Date (SCD) for Leave Change

The SCD Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for leave accrual purposes.

#### Required Supporting Documentation:

- DD Form 214, Certificate of Release or Discharge from Active Duty (Member 4 Copy) as applicable
- SF 813, Verification of a Military Retiree's Service in NonWartime Campaigns or Expeditions, as applicable

**Note:** If an employee's SCD is changing due to a mathematical error or similar error was made in a previous computation, please submit a Correction PAR.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC

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- Action Requested For
- Proposed Effective Date

## 11.0 Supervisor Status Change

**CHANGE IN SUPERVISOR STATUS** is used when a change occurs to the employee's supervisory level when no other change occurs.

**Note:** If this is a correction to the Supervisor Status on a previous personnel action, please submit a Correction PAR.

If the Supervisor Status you are requesting is not reflected on the PD, please first submit an Edit Position Description Request.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

## 12.0 Veterans Preference Change

**VETERANS' PREFERENCE FOR REDUCTION IN FORCE (RIF)** is used for changes in veterans' preference that occur after the employee has entered on duty.

**Note:** If the veterans' preference on the appointment is incorrect, please submit a Correction PAR.

### Required Supporting Documentation:

- DD Form 214, Certificate of Release or Discharge from Active Duty (Member 4 Copy) as applicable

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- SF 15, Application for 10-Point Veteran Preference (To be used by veterans and relatives of veterans) as applicable
- Veterans Administration Letter, as applicable

**Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

**13.0 Work Schedule Change**

**CHANGE IN WORK SCHEDULE** is a change in the work schedule or time basis on which an employee is paid.

**Note:** If the work schedule on a previous personnel action is incorrect, please submit a Correction PAR.

**Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Number of Hours for Each Week and the Tour of Duty if Changing from Full-Time to Part-Time (e.g., Monday/Wednesday - 2 hours, Tuesday/Thursday/Friday - 8 hours = 28 hours per week.)



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## Action Group: Conversions

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### 1.0 Non-Pathways Conversions

A **CONVERSION** changes an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

Dependent on the type of Conversion PAR being submitted, the following **Supporting Documentation** may be required:

- Updated Resume
- Signed Statement of Understanding (Term Appointments)
- Transcripts (Positive Education Requirement)
- DD Form 214, Certificate of Release or Discharge from Active Duty (Member 4 Copy)
- SF 15, Application for 10-Point Veteran Preference (To be used by veterans and relatives of veterans)
- Veterans Administration Letter

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- PD Number
- Hiring Authority Information, if different than current

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- Type of Appointment (e.g., Permanent, Term, Temporary, Time Limited, etc.)
- If the Work Schedule is changing, also submit a Work Schedule Change PAR
- Any Special Pay Provision or Incentive may require additional supporting documentation (e.g., incentive approval) and information regarding:
  - Special Salary Table
  - Superior Qualifications
  - Highest Previous Rate
  - Enhanced Annual Leave, etc.

## 2.0 Pathways Intern Conversion Request

A **PATHWAYS INTERN CONVERSION** changes a Pathways Intern to a permanent or term appointment based on completing the Pathways Intern program.

**Important:** If converting a Pathways Intern to anything other than a permanent or term competitive service appointment, please submit a NON-PATHWAYS CONVERSION PAR.

### Required Supporting Documentation:

- Tentative Conversion Offer Letter
- Verification of Program Completion
- Official Transcript or a signed letter from the educational institution detailing the major, completed coursework, semester or quarter hours completed, grades, and cumulative Grade Point Average (GPA)

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For

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- Proposed Effective Date
- PD Number
- Type of Appointment (e.g., Permanent or Term)
- If the Work Schedule is changing, also submit a Work Schedule Change PAR
- If the Pathways Intern is on Leave Without Pay (LWOP), please submit a Return to Duty (RTD) PAR

**Note:** The Conversion and RTD do not have to occur on the same effective date and the Conversion does not affect an RTD.

- Any Special Pay Provision or Incentive may require additional supporting documentation (i.e., incentive approval) and information regarding:
  - Special Salary Table
  - Superior Qualifications
  - Highest Previous Rate
  - Enhanced Annual Leave, etc.

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## Action Group: Correction and Cancellation Request

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**Important:** You must have the HR POC role for HRSD to submit this request.

### 1.0 Cancellation Request

A cancellation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and that should not have been recorded.

Please provide the cancellation details in Notes, specifically identifying the action to be cancelled and include the effective date.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

### 2.0 Correction Request

A correction changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action.

Please provide the correction details in Notes, specifically identifying the action to be cancelled and include the effective date.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

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## Action Group: Extension Actions

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An **Extension** is defined as the continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was processed.

### 1.0 Absent Uniformed Service Extension Request

An **Extension to Absent Uniformed Service** is required when an employee's absence to perform duty with the uniformed services (whether in pay or nonpay status) and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S. Code Chapter 43).

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date
- Military Orders, if available

### 2.0 Detail Extension Request

A **Detail Extension Request** is an extension of a temporary assignment of an employee to a different position for a specified period with the employee returning to their regular duties at the end of the detail. (5 U.S.C. Chapter 33, Subchapter III).

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

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- Requested NTE Date

### 3.0 Leave Without Pay Extension Request

A Leave Without Pay Extension extends a temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date

### 4.0 Temporary Appointment Extension Request

**Note:** If the employee is serving on a temporary appointment and the intent is to make the appointment permanent, please submit a request for a Non-Pathways Conversion.

A Temporary Appointment Extension extends an appointment made for a limited period and with a specific NTE date determined by the authority under which the appointment was made.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date

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## 5.0 Temporary Promotion Extension

**Note:** If the employee is serving on a Temporary Promotion and the intent is to make the promotion permanent, please submit a request for a Promotion located under the Action Group: Position Change Actions.

**Promotion NTE** is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under 5 U.S.C. 5362 is temporarily assigned to a position at a grade above the retained grade.

**Temporary Promotion Extension** is the continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was processed.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date

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## Action Group: Mass Actions

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### 1.0 Mass Pay Adjustment Request

A **Mass Pay Adjustment** spreadsheet is used to update the pay for multiple employees.

### 2.0 Mass Performance Rating Request

A Mass Performance Rating spreadsheet from Standard Performance Appraisal Communication Environment (SPACE) is used to update the performance ratings for multiple ratings in FPPS.

**Note:** Please contact the Center Performance Management Lead if access is needed to SPACE to obtain the spreadsheet.

### 3.0 Mass Realignment/Reorganization Request

The Reorganization/Realignment spreadsheet is used when multiple employees need to be realigned under a new organization code.

**Note:** This request should not be used if the PD number is changing. A Reassignment Request must be submitted for each employee whose PD number is changing.

**Important:** The organization code must be effective in the electronic Position Description System (ePDS) prior to submitting this request. If you need to submit a request for a new organization code or have questions about the status of the new organization code, please contact the Agency Applications Office at 866-419-6297 or [MSFC-AAO-CUSTOMER-CARE@mail.nasa.gov](mailto:MSFC-AAO-CUSTOMER-CARE@mail.nasa.gov).



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#### 4.0 **Mass Change in Data Elements Request**

A Mass Change in Data Elements is required to update data elements (i.e., bargain unit status, drug test code, position sensitivity, cybersecurity, etc.) either on the SF-50 or in FPPS. The Mass Change in Data Elements spreadsheet is used to update the same data element for multiple employees.

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## Action Group: NonPay and Return to Duty Actions

### 1.0 Absent – Uniformed Services Request

Employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the USERRA – 38 U.S.C. Chapter 43.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date
- Military Orders, if available

### 2.0 Leave Without Pay Request

**Note:** If the employee already has an existing LWOP action in place and the intent is to extend the LWOP, please submit a LWOP Extension Request.

**Leave Without Pay (LWOP)** is a temporary nonpay status and nonduty status or absence from a prescheduled tour of duty granted at the employee's request.

**Important:** If an employee has Federal Employees Health Benefits (FEHB), they will need to submit the [A-07 Health Benefits Coverage during Nonpay Status](#) to the NSSC indicating their intent to retain and pay FEHB premiums while on LWOP.

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**Required Information to submit the PAR:**

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date
- Does the employee have FEHB?
- Reason for LWOP

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## Action Group: Other Actions

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### 3.0 Other Actions Request

The Other Actions Request is only used when the HR POC is unable to use or identify the specific Action Type required for an employee.

**Important:** You must have the HR POC role to submit this request.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
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## Action Group: Phased Retirement Actions Request

### 1.0 Phased Retirement Request

A **Phased Retiree** is a retirement-eligible employee who, with the concurrence of an authorized Agency Official, enters a phased employment/phased retirement status and employee has not entered a full retirement status. The **Phased Retirement** period begins on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement. A **Phased Retiree** is concurrently employed in phased employment and eligible to receive a phased retirement annuity.

**Note:** This request will route to the NSSC Retirement Services Team to begin processing the requirement paperwork.

**Important:** The employee should submit a request to the NSSC for a Phased Retirement Estimate and request Phased Retirement Counseling prior to entering Phased Retirement to ensure benefits have been reviewed. Please review the [NSSC Phased Retirement Services](#) Web Site for more information.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Date Entering Phased Retirement
- Signed/Approved SF 3116, Phased Employment/Phased Retirement Status Elections with Part 1a completed

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## 2.0 Phased Retirement Extension Request

A **Phased Retiree** is a retirement-eligible employee who, with the concurrence of an authorized Agency Official, is in a phased employment/phased retirement status, is extending the phased retirement appointment for no more than 3 years.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Signed/Approved SF 3116, Phased Employment/Phased Retirement Status Elections extending the Phased Retirement Appointment

## 3.0 Phased Retirement Opt-Out Request

A **Phased Retiree** may elect to terminate phased retirement status and return to regular employment. You may also use this Opt-Out request for phased retirees that accept employment with another agency that will not have a break in service exceeding 3 calendar days and will not continue phased retirement at the new agency. You may also use this request when a phased retirement time limit agreement expires and the employee in phased retirement will be returning to regular employment with a full-time or part-time schedule.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Signed/Approved SF 3116, Phased Employment/Phased Retirement Status Elections with Part 2a or Part 3b completed

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## Action Group: Position Change Actions Request

### 1.0 Change to Lower Grade Request (Non-Adverse Action)

**Change to Lower Grade** (also called "Demotion" and "Reduction in Grade") is a personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Indicate in the Notes section whether the Change to Lower Grade is voluntary or involuntary

### 2.0 Detail Request

**Note:** If the TO: PD is not available, please attach the Statement of Duties to the Service Request when submitting. If the employee is already serving on the Detail and the intent is to extend the Detail, please select the Action Group: Extension Actions and the Action Type: Detail Extension Request.

A **Detail** is a temporary assignment of an employee to a different position for a specified period with the employee returning to their regular duties at the end of the detail (5 U.S.C. Chapter 333, Subchapter III).

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC

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- Action Requested For
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- Requested NTE Date
- Reason for Detail
- Statement of Duties if PD is not available

### 3.0 Position Change Request

**Important:** If the employee is not entitled to grade or pay retention, please submit a request for a Promotion, Change to Lower Grade, or Reassignment. Please include information in the Notes section on the existing grade/pay retention and/or supporting documents with these actions (e.g., RIF notice, OPM Decision, etc.).

A **Position Change** is a move by an employee from one position to another position during his or her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the nature of action for the move is also called '**Position Change**.' It is also called a '**Position Change**' when an employee who is already entitled to grade retention moves to another position at or below their retained grade. Moves, when the employee is not entitled to grade retention, are called Promotions, Changes to Lower Grade, or Reassignments. **Position Change** actions are generally associated with an entitlement/continuation of grade or pay retention (e.g., tied to RIF activities, required for an OPM classification decision that lowers an employee's grade, etc.).

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Existing grade/pay retention and/or supporting documents (e.g., RIF notice, OPM Decision, etc.)



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#### 4.0 Reassignment Request

A **Reassignment** is a change of an employee from one position to another without Promotion or Change to Lower Grade. A **Reassignment** includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

##### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

#### 5.0 Promotion Request

A **Promotion** is a nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

##### Required Information to submit the PAR:

- Supervisor Requesting this Action
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## 6.0 Temporary Promotion Request

**Note:** If the employee is already serving on a **Temporary Promotion** and the intent is extend the **Temporary Promotion**, please submit a request for **Temporary Promotion Extension**. If the employee is already serving on a **Temporary Promotion** and the intent is make the **Promotion** permanent, please submit a request for Promotion.

A **Temporary Promotion** (NTE) is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under 5 U.S.C. 5362 is temporarily assigned to a position at a grade above the retained grade.

### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Requested NTE Date
- Reason for Temporary Promotion

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## Action Group: Separation Actions

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### 1.0 Resignation Request

A **Resignation** is a separation action initiated by the employee to leave Federal civil service.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Employee's Forwarding Address
- Does the employee have a Service Agreement in place that will require a debt?
- Reason for Resignation
- Resignation Letter

### 2.0 Separation – Uniformed Services Request

A **Separation - Uniformed Services (US)** (formerly called Separation–MIL) is a separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date

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- Employee's Forwarding Address
- Does the employee have a Service Agreement in place that will require a debt?
- Military Orders
- Resignation Letter

### 3.0 Termination – Appointment In Request

A **Termination – Appointment In** (new agency) is a separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency. It is also known as a Transfer to Other Agency.

#### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Employee's Forwarding Address
- Does the employee have a Service Agreement in place that will require a debt?
- Gaining Agency
- Gaining Agency HR POC Name
- Gaining Agency HR POC e-mail address

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#### 4.0 Termination Expiration of Appointment Request

**Note:** The effective date of this personnel action is on the NTE date of the temporary appointment. To process the termination of a temporary employee with an effective date before the NTE date, please submit the appropriate Adverse Action Request. If the intent is for the employee to work beyond the NTE date, please verify their eligibility for an extension and if eligible, please submit the appropriate Extension Action Request.

A **Termination – Expiration of Appointment** is a separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

##### Required Information to submit the PAR:

- Supervisor Requesting this Action
- HR POC
- Action Requested For
- Proposed Effective Date
- Employee's Forwarding Address
- Does the employee have a Service Agreement in place that will require a debt?
- Did the employee refuse an extension of the appointment?
- Is the employee entitled to severance pay?

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## Appendix A – Acronym List

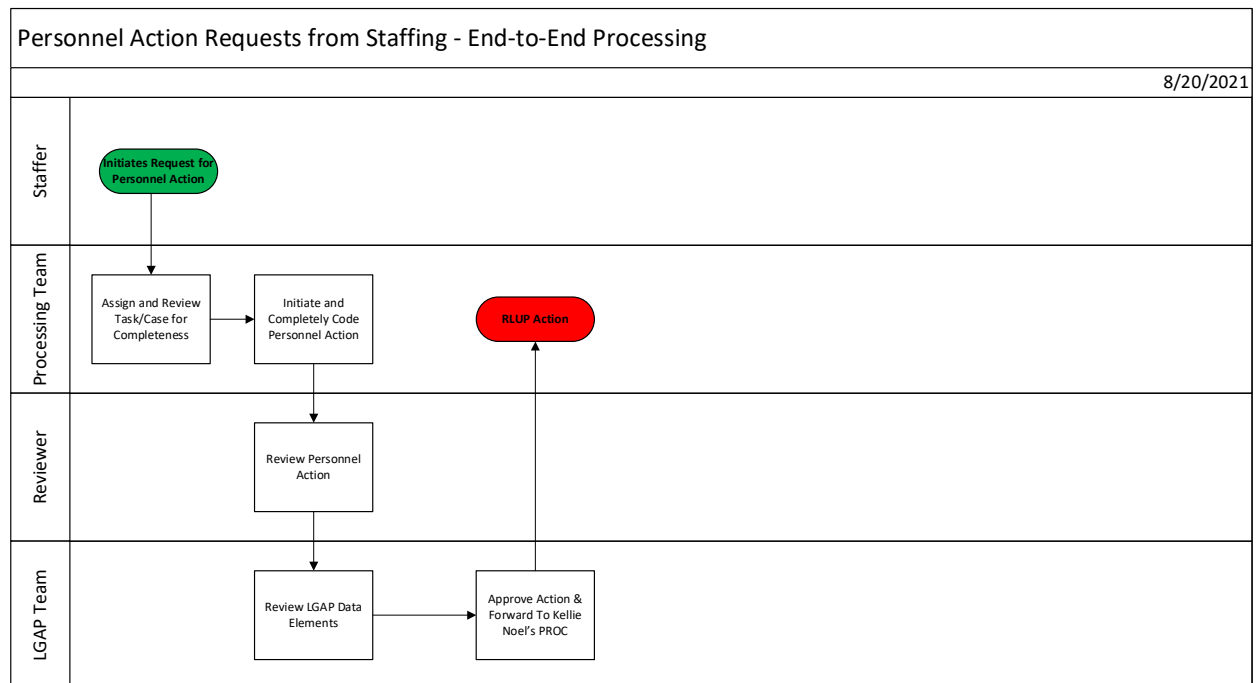
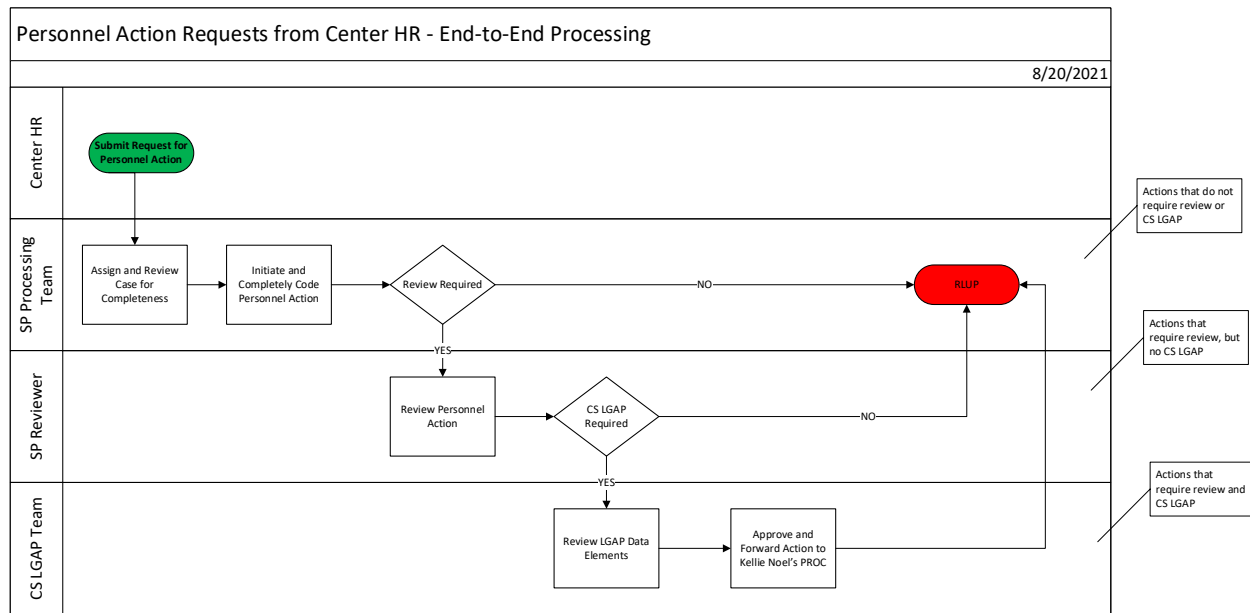
Acronym	Meaning
DD	Department of Defense
CFR	Code of Federal Regulations
ePDS	electronic Position Description System
FEHB	Federal Employees' Health Benefits
FPPS	Federal Personnel Payroll System
GPA	Grade Point Average
GPPA	Guide to Processing Personnel Actions
HR	Human Resources
LWOP	Leave Without Pay
MIL	Military
MRI	Master Records Index
NAAS	NASA's Awards Automation System
NASA	National Aeronautics and Space Administration
NSSC	NASA Shared Services Center
NTE	Not to Exceed
PAR	Personnel Action Request
PD	Position Description
PII	Personal Identifiable Information
POC	Point of Contact

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Acronym	Meaning
QI	Quality Increase
QSI	Quality Step Increase
RIF	Reduction in Force
RPA	Request for Personnel Action
RTD	Return to Duty
SCD	Service Computation Date
SES	Senior Executive Services
SPACE	Standard Performance Appraisal Communication Environment
US	Uniformed Services
USC	United States Code
USERRA	Uniformed Services Employment and Reemployment Rights Act
VSIP	Voluntary Separation Incentive Payment
WBS	Work Breakdown Structure
WGI	Within Grade Increase

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## Appendix B – Work Process Flow Diagrams





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