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Approved by

 Amy Alexander
 Chief, Human Resources Services Division

 Date

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Document History Log

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic		December 10, 2007	Basic Release
Revision	2.0	January 14, 2010	<ul style="list-style-type: none"> • Submission timeline clarified • Process Summary: eOPF change notification sent by e-mail to employee • Process 1: <ul style="list-style-type: none"> ○ Return to Duty added as Center-initiated Action ○ Modified supporting documentation requirements ○ Added separation actions • Added adverse actions, awards, incentives/bonuses, details, termination of details, change to lower grades and position changes. Removed change actions. • All quality checks are performed if appropriate • Process 2: <ul style="list-style-type: none"> ○ Name change request forwarded to Benefits team ○ Process 2a: Use of Data Element Spreadsheet requirements provided ○ Remedy process to create audit trail.

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			<ul style="list-style-type: none"> ○ Added cancellations, pay adjustments and COLA actions. ○ Step 1: Changed to "Notification of Change" ● Process 4: <ul style="list-style-type: none"> ○ Change to lower grade, and awards as System-Generated Actions ○ Added pay adjustments ○ Step 2: Modified spreadsheet requirements ○ Step 5: Deleted request to initiate change request ticket ● Process 5: <ul style="list-style-type: none"> ○ Step 2: Use of data element spreadsheet provided ● Metrics: Submission deadline clarification. ● System Components: <ul style="list-style-type: none"> ○ Clarified WTTS description and interfaces ○ Added Government Retirement & Benefits (GRB) Assist software as Existing System ○ Added EODS as a new system ● Cross Functional Flowcharts: <ul style="list-style-type: none"> ○ Updated to reflect all changes ● Appendix A: Updated chart

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			<ul style="list-style-type: none"> Appendix D: New Chart Appendix E: Updated Chart <ul style="list-style-type: none"> Updated Process 3, 4, & 5 flowcharts
Revision	3.0	July 1, 2014	<ul style="list-style-type: none"> Updated Introduction to remove except Office of Inspector General employees. Updated Submission timeline with further clarification. Updated Process 1 for Center Initiated Actions to include Reinstatements, Senior Executive Schedule, Pathways Program, Student Loan Repayment, and Consultants/Experts Actions. Removed Return to Duty Actions Step 1: Added Human Resources Portal Replaced FEDEX with special delivery Added additional details about the FPPS notes field. Included a statement in Tips/Notes to review the Request for Personnel Action Submission Guide. Included the supporting documentation requested for Reinstatements and Re-employed Annuitants. Included a statement to contact NSSC if documents are uploaded after Entry on Duty

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			<ul style="list-style-type: none"> • Revised Recruitment bonus process. • Included a statement in Tips/Notes for veteran preference and probationary period. • Added additional documentation to include the SF-144A, DD-214 and SF-15. • Step 2: Added a warning about incomplete actions in Tips/Notes. • Added Leave Without Pay, Extension and Absence US Actions Process • Change Request replaced with NASA Shared Services Center Service Request (NSR). • Added information about College Transcripts/Letter from University in Tips/Notes. • Added Student Loan Repayment Process. • Added Consultants/Experts Process. • Added information about submitting the Resignation Letter in Tips/Notes. • Added a statement about incomplete actions. • Updated Process 2 flowchart to include all actions initiated as Step 2 process. • Modified Change Actions.

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			<ul style="list-style-type: none"> • Included Cost of Living Allowance, Recruitment Bonus, Extension of Leave Without Pay and Early Return to Duty Action as NSSC Initiated Actions. • Step 2: Included all actions initiated by NSSC in the process and remove the addition steps to initiate other type of actions. • Clarified the type of Service Computation Date NSSC calculates. • Clarify the Veteran Preference Information. • Added Change in Data Element to ENCG/PNCG • Step 2c: Added the Cost of Living Adjustment, Recruitment Bonus, Extension of Leave Without Pay and Early Return to Duty Process. • Process 3: • Step 1: Added a statement about wet signature documents • Change Request replaced with NASA Shared Services Center Service Request (NSR) • Process 4: • Updated the flowchart to remove the initiation process in Step 2 since these are System Generated actions.

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			<ul style="list-style-type: none"> • Added Termination of Temporary Appointments and Annual Change in Service Computation Date Action to the System Generated Action List. • Added a statement in Tips/Notes to clarify which Centers receives probationary notices. • Added a statement in Tips/Notes that NSSC will contact Center if additional information is required for system generated actions. • Change Request replaced with NASA Shared Services Center Service Request (NSR). • Process 5: • Step 2: Added a statement to insert the date of Memo • Updated the Detail Nature of Action Code to 930 and added Termination of Details • Step 3: Revised to clarify when termination of detail will be process based on realignments. • Clarified in Tips/Notes when other actions should be submitted in conjunction with Realignments. Revised Metrics to clarify the submission deadline and added a statement in reference to

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			<p>Center/Agency-wide changes.</p> <ul style="list-style-type: none"> • System Components: • Added Human Resources Portlet. • Added an Acronym List as Appendix B. • Appendix B Personnel Action Processing Responsibilities Table revised to Appendix C. • Updated Appendix C: Removed 940 from Center LGAP. • Removed old Nature of Action Codes for Details (919 ad 920). • Updated the Termination of Detail under Center. • Remove Recruitment Bonus, Extension of Leave Without Pay and Return to Duty Actions from Center LGAP and placed under NSSC. • Added Nature of Actions 916-Change in Ethnicity and Race, Installation Honor Award (SPPR Only) and Change in Education Action under NSSC LGAP. • Added Space Act Award, NASA Honor Award and Installation Honor Award under Center LGAP. • Appendix C Position Description Cover Sheet revised to Appendix D.

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			<ul style="list-style-type: none"> Appendix D Human Resources Cover Sheet revised to Appendix E. Appendix E RLUP Authority Matrix revised to Appendix F. Change the RLUP authority for Appointments to NSSC-SP Document originated under NSSC-HR-SDG-0036. Renumbered on 05/08/12 to NSSDG-3296-001 to align with SDNS numbering system adopted in March 2010.
Revision	4.0	December 10, 2018	<ul style="list-style-type: none"> Updated document format. Updated Document History Log format, including the date style in the Effective Date column. Moved the Acronym List to Appendix A and the Work Process Flow Diagrams to Appendix B per the new format. Under the Submission timeline updated the submission dates. Added a comment to review the submission schedule. Added a link to the submission schedule. Added a remark for retroactive actions and Senior Management approval.

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			<ul style="list-style-type: none"> • Under Process Summary, added basic requirements to code and LGAP actions. • In the note section changed trac to TRAC feature in FPPS. • Under Center-Initiated Actions added Phased Retirement and Opt Out of Phased Retirement actions. • In the tips/notes area of Process 1 added table and rule number and pay setting information in the list of Basic Requirements. • Included enhanced leave in the FPPS notes. • Included a statement to review the Request for Personnel Action (RPA) Submission Guide. • Included a note that data entered in WTTS or ePDS is not required to be entered again in the SF-52 of FPPS unless there is a discrepancy with the data. • Removed NSSC address for new hire documentation. • Added the Veteran Administrative Letter for 10 point preference claims. • Added additional information in the tips/notes for SES appointments and conversions.

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			<ul style="list-style-type: none"> • Included the word encryption under the LWOP Absent Uniformed Services Actions for military orders. • Added the information needed for Phased Retirement Action. • Added Phased Retirement Agreement in tips/notes. • Added the information needed for Opt Out of Phased Retirement Action. • Added Phased Retirement Application in tips/notes. • Updated Appendix C to add Phased Retirement Nature of Action codes. • Under NSSC-Initiated Actions replaced reference to Remedy with ServiceNow in the tips/notes section. • Added a comment that NSSC will contact Center for confirmation on pay setting for grade and pay retention actions. • Modified the tips/notes for requesting the annuity statement. • Under NSSC-Expedited Actions Process added the definition of expedited actions. • Under the Realignment/Reorganization Actions Process, added a

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			<p>comment under the tips/notes to notify NSSC in advance.</p> <ul style="list-style-type: none"> • Added a link to the NSSC PAP webpage to access Realignments/Reorganization Spreadsheet. • Under metrics added internal NSSC requests from functional areas and the timeline to complete the request. • Under the Customer Contact Center Strategy updated the link to the NSSC Customer Contact Center Service Delivery Guide. • Added the Phased Employment/Retirement Action to the Center LGAP. • Added the Opt Out of Phased Retirement Action to the Center LGAP. • Added the Change in Education Action to the NSSC LGAP. • Updated the ePDS Coversheet.

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Overview

1.0 Background

Personnel Action Processing (PAP) covers transactional Human Resources (HR) activities that are necessary to appoint, separate, record, and maintain personnel changes for National Aeronautics and Space Administration (NASA) employees. The NASA Shared Services Center (NSSC)-Service Provider (SP) shall support HR transaction processing and related records to produce updated:

- Senior Executive Service (SES) data
- Official Personnel Folder (OPF) data
- Standard Form (SF) 50, Notification of Personnel Action
- Non-OPF data (e.g., data not recorded on SF-50 – Group Action Request Lists (GARLs) and awards documentation)

2.0 Purpose

This guide provides roles, responsibilities, and high-level processes related to the NSSC PAP activity. NSSC-SP personnel shall follow the Office of Personnel Management (OPM) regulations for personnel data input and output processing. Sources for these data processes include, but are not limited to: SF-52, Request for Personnel Action (RPA); SF-50, Notification of Personnel Action; NASA employee information (i.e., Employee Express), or verification of documents. The work will be performed using the Federal Personnel Payroll System (FPPS) and the electronic Official Personnel Folders (eOPFs).

Note: Record Keeping processes, including scanning and filing of required documents into the eOPF, are covered in the eOPF Service Delivery Guide (SDG).

3.0 Applicability/Scope

The PAP function consists of multiple processes. The processes, as well as 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.

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5.0 Records

PAP supporting documentation that is received during the employee/applicant's in-processing is included in the HR Master Records Index (MRI).

6.0 Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-3296-0001, Personnel Action Processing Service Delivery Guide, Revision 3.0.

7.0 Submission Deadline

Processes have been closely coordinated with Center representatives and the Office of Human Capital Management (OHCM). After review of the Agency action processing workload, OHCM has determined that a one-week lead-time for actions to be submitted to the NSSC is sufficient. Therefore, Legally Approved (LGAP) actions and backup documents will be submitted to the NSSC no later than the Close of Business (COB) two Fridays prior to the beginning of the pay period in which the action is effective. For example, if the effective date of the action is 11/12/17 the action should be submitted to the NSSC by COB on Friday, 11/03/17. Actions submitted outside the submission timeframes may not be processed until the following pay period. NSSC will coordinate with the Center when this occurs. The Submission Schedule is available on the PAP Webpage under the Quick Links section. Please review the Submission Schedule at the link below.

<https://www.nssc.nasa.gov/pap>

In accordance with NASA policy and OPM's Guide to Processing Personnel Actions (GPPA), actions will be LGAP by the Center before submission to NSSC or by the NSSC. Any action submitted by the Center after the effective date that does not fall into one of the GPPA-approved exceptions will be returned to the Center to have a new effective date determined. NSSC will coordinate with the Center when this occurs. Any action that must be processed retroactively and is not listed as an exception should accompany a FPPS Note in the SF-52 stating the Senior Manager is aware of the retroactive action and approves of it.

8.0 Process Summary

The following is an overview of the processes as a whole:

- a. NSSC has been added to the Servicing Personnel Office (SPO) routing path in FPPS. A Center initiates action, enters basic requirements for a particular Nature of Action, (NOA) and LGAPs the RPA (SF-52) for those actions as defined in

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Appendix C, Responsibilities Table and electronically forwards the request to NSSC in FPPS. For actions that are LGAP at a Center, the action is submitted by the requesting office and routed via the normal routing path to NSSC. Supporting documents are also provided electronically where possible (e.g., as attachment in the Workforce Transformation Tracking System (WTTS)) or through mail/fax, if electronic methods are not available.

Note: The Centers will maintain all Center-level Route Paths in FPPS.

- b. NSSC receives the SF-52, retrieves supporting documents, and reviews this information for completeness and accuracy. NSSC codes the action to complete processing requirements, following the GPA and NASA regulations and policies (e.g., Flexibility Act). For Center LGAP actions, NSSC will verify the accuracy of data entered by Centers, except for Nature of Action Code (NOAC), legal authority, legal authority description, pay setting, and classification.
- c. The action is reviewed for quality and completeness of added information and then NSSC releases the Personnel Action for FPPS processing. This step is called Release for Update (RLUP). All actions are RLUP by NSSC.
- d. The SF-50, Notification of Personnel Action is electronically filed in eOPF. All other forms are distributed to eOPF in accordance with applicable guides.

Note: Employees are notified by an e-mail of a new action placed in their eOPF. They can review SF-50 actions at any time.

Note: The status of the action is available at any time by utilizing the TRAC feature in FPPS.

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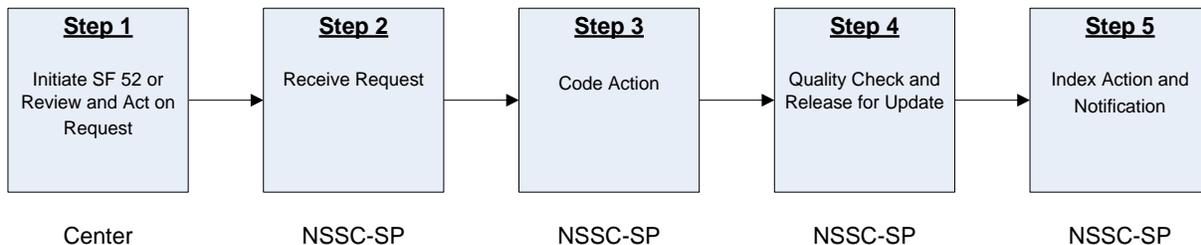
Process 1 – Center-Initiated Actions Process

Center-initiated Actions include the following:

- Appointments
- Conversions
- Transfers
- Reinstatements
- Leave Without Pay (LWOP)
- Extensions
- LWOP Absent Uniformed Services
- SES
- Promotions
- Reassignments
- Pathways Program
- Student Loan Repayment Actions
- Consultants/Experts
- Adverse Actions
- Awards (Those not generated through NASA Automated Awards System (NAAS))
- Incentives/Bonuses
- Details
- Termination of Details
- Change to Lower Grade (Those not generated by a Not To Exceed (NTE) date)
- Position Changes (PNCG)
- Separations
- Phased Retirement
- Opt Out of Phased Retirement

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The Roles and Responsibilities table includes the process for all of these and indicates special steps for specific actions, as needed. Refer to the Cross Functional Flowcharts section for the detailed flowcharts related to this process.



Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
Step 1 Center Initiate SF-52 or Review and Act on Request	Requester initiates request (SF-52) in FPPS or HR Portal and electronically forwards the request to the Center HR Office. General necessary actions (e.g., recruiting and staffing, etc.) are executed at the Center HR Office, including: <ul style="list-style-type: none"> Once the action or decision is made, the Center HR Office enters required data in SF-52. Populates WTTS within 10 business days and completes for the following actions: appointments, transfers, reinstatements, reemployed annuitants, reassignments to other Centers, and separations. Approves (LGAPs) action in FPPS. 	For each action, there are specific requirements (see below) as to what information needs to be completed in FPPS before the action is forwarded to NSSC. Basic Requirements: For all actions LGAP by the Centers, Center HR Office must complete: <ul style="list-style-type: none"> Legal Name Social Security Number (SSN) Effective Date NOAC Table and Rule Number Legal Authority Description

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<ul style="list-style-type: none"> • Provides any necessary supporting documents to NSSC attaching in WTTS, by encrypted e-mail to nssc@nasa.gov or from a secured fax (1-866-779-6772). • Supporting documents includes, but not limited to: <ul style="list-style-type: none"> ○ For new gains/acquisitions: offer letter, completed PD published in ePDS and resume. ○ For Transfers: offer letter, completed PD published in ePDS, resume, SF-75 information and the most current SF-50. ○ For Reinstatements: offer letter, completed PD published in ePDS, resume and most recent SF-50. ○ If Reemployed Annuitant: please include Monthly Annuitant Statement for Reemployed Annuitants. ○ For Reassignments or Promotions: PD published in ePDS. • Electronically forwards SF-52 to NSSC for processing. <p>To the maximum extent practicable, the New Hire Package (including all new hire forms) must be submitted by the submission deadline. Special attention is given by the In-</p>	<p>Pay Setting Information FPPS notes' to include: pay setting information such as grade and step and special exceptions such as: Special Salary table, Superior Qualifications, Pay, Enhanced Leave, Probationary Period and PD number, etc.</p> <ul style="list-style-type: none"> • Please review the RPA Submission Guide on the PAP Webpage under Quick Links for additional information. The guide provides checklists to assist with the submission of the action and supporting documentation. <p>Note: Data entered in WTTS or ePDS is not required to be entered in the SF-52 notes unless there is a discrepancy with the data in WTTS or ePDS.</p> <p>See Appendix D, PD Cover Sheet, for required information.</p> <p>Please use the HR Cover Sheet when sending</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>Processing Team to assist the New Hires in completing the necessary forms (especially the direct deposit and any applicable state tax forms) as soon as possible. Specific information based on type of action is addressed below.</p> <p>Output: An approved SF-52 with required backup information for processing submitted to NSSC.</p>	<p>documents to NSSC outside of WTTS.</p> <p>See Appendix E.</p> <p>Please contact the In-Processing team if you upload a document in WTTS after the employee's Entry on Duty date.</p> <p>Output is the same for all of the Step 1 actions, regardless of other specific requirements.</p> <p>The New Hire is contacted by the In-Processing Team within three days of publishing.</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Appointments and Transfers: The Centers provide the following (in addition to Basic Requirements)</p> <ul style="list-style-type: none"> • FPPS notes, to include: <ul style="list-style-type: none"> ○ Announcement Number (if applicable) ○ Date Certificate Issued (if applicable) ○ Note: Recruitment Bonus should be reflected in FPPS notes of new hire action ○ Relocation Bonus (if applicable) ○ Special Program ○ SF-144A-Enhanced Leave Work sheet including Service Computation Date (SCD) calculations ○ Transcripts (Positive Education Position) ○ DD-214 member 4 copy (if applicable) ○ SF-15-Application for 10 point Veteran Preference (if applicable) ○ Department of Veterans Affairs Statement reflecting the percentage of disability (if applicable) 	<p>All new hire documents may be attached in WTTS.</p> <p>The New Hire forms will be accessed through Entrance on Duty System (EODS) by the new employee. The only forms that will be received after the Entry on Duty (EOD) will be SF-61, Appointment Affidavits, and Optional Form (OF) 306, Declaration for Federal Employment. The Employee's I-9 will be maintained at their Center HR Office.</p> <p>WTTS field or FPPS notes should include the type of veteran preference, if a DD-214 is provided with application.</p> <p>On transfers from another Federal agency, the NSSC will submit the Pick-up 50 to the losing agency after processing for those employees who transfer from another Federal agency.</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Retention Bonuses</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS notes, to include: <ul style="list-style-type: none"> ○ Percentage ○ Manner of payment (lump-sum, bi-weekly, etc.) <p>For SES Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS notes, to include: <ul style="list-style-type: none"> ○ PD Number ○ Organization Code ○ Drug Test Code ○ Financial Disclosure Code ○ Duty Location ○ Class Code ○ Special Remarks 	<p>Service Agreement should be e-mailed to nssc@nasa.gov or faxed to 1-866-779-6772. Please ensure subject line reflects the name of the employee.</p> <p>Include date authorized by Approving Official and OPM Memo, if SES. Provide NASA Form 1669 and Approval Memo for SES appointment and conversion actions.</p> <p>Indicate whether the position is critical or noncritical for enhanced leave.</p> <p>SES actions are considered "Expedited".</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Promotion and Reassignment (non-competitive and competitive) Actions:</p> <p>Center HR Office provides:</p> <ul style="list-style-type: none"> • Basic Requirement • FPPS notes, to include: <ul style="list-style-type: none"> ○ Announcement number and date ○ Certificate issued (if applicable) ○ Full performance level ○ Pay Setting ○ Probationary Period (supervisory) 	<p>PD Cover Sheet may be attached to WTTS or be sent by encrypted e-mail (nssc@nasa.gov), fax (1-866-779-6772) or by special delivery or mail to NSSC with the HR Cover Sheet.</p>
	<p>For LWOP Actions:</p> <p>Center HR Office enters:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS notes, to include: <ul style="list-style-type: none"> ○ NTE Date 	<p>The effective date of the LWOP action should match the non-pay status of employee's timecard.</p>
	<p>For Extension Actions:</p> <p>Center HR Office enters:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS notes, to include: <ul style="list-style-type: none"> ○ NTE Date 	<p>For Extension of LWOP See Process 2</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>LWOP Absent Uniformed Services Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS notes, to include: <ul style="list-style-type: none"> ○ NTE date • Military Orders should be faxed or e-mailed (encrypted) to NSSC 	<p>PAP will create an NSSC Service Request (NSR) to the Benefits Team for counseling for benefits continuation if the employee is going on LWOP.</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Pathways Programs Actions:</p> <ul style="list-style-type: none"> • Basic Requirements <p>The Center HR Office notifies NSSC PAP if a decision was made not to advance leave. Other items necessary for processing such as work schedule hours, advanced leave indicator and proof of education or enrollment.</p> <p>Center HR Office or Student Program Coordinator (SPC) monitors Tenure code changes for students. Center HR Office places information concerning leave advance in the FPPS Notes.</p> <p>For Student Loan Repayment Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes to include: <ul style="list-style-type: none"> ○ Frequency of Payment ○ Service Agreement end date ○ Vendor's Name ○ Vendor's Loan Account number ○ Entitlement Amount 	<p>Center HR Office notifies NSSC via encrypted e-mail when changes to tenure need to be made for students.</p> <p>Please include College Transcripts (Official or Unofficial) or Letter from the University upon the submission of the SF-52 to NSSC on student appointments and conversions.</p> <p>The letter from the University may be accepted in lieu of the Transcripts until a later date. However, it will be the Center's responsibility to ensure the Transcripts are submitted for filing in the employee's eOPF</p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Consultants/Experts Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes, to include: <ul style="list-style-type: none"> ○ Title ○ PD Number ○ Pay Plan ○ Pay Basis ○ Duty Location ○ Drug Test code ○ Financial Disclosure Code ○ Work Schedule 	Indicate if Reemployed Annuitant and include Annuity Statement and annotate if covered under National Defense Authorization Act (NDAA).
	<p>For Phased Retirement Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes, to include: <ul style="list-style-type: none"> ○ Scheduled Work Hours ○ Not To Exceed Date ○ PD Number 	Please provide the Phased Retirement Agreement to NSSC
	<p>For Opt Out of Phased Retirement Actions:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes, to include: <ul style="list-style-type: none"> ○ Work Schedule PD Number ○ Other information not listed on PD coversheet 	Please provide the signed Phased Retirement Application to NSSC

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
	<p>For Separations Actions:</p> <p>Center HR Office enters:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes, to include: <ul style="list-style-type: none"> ○ Employee's forwarding address ○ Contact information ○ Other pertinent information needed for processing <p>For Termination-Appt In:</p> <p>Center HR Office enters:</p> <ul style="list-style-type: none"> • Basic Requirements • FPPS Notes, to include: <ul style="list-style-type: none"> ○ Name of Point of Contact (POC) at Gaining Agency ○ Gaining Agency name and phone number 	<p>Please ensure the letter of resignation from employee is submitted to the NSSC along with the submission of the action for filing in the employee's eOPF. If letter isn't provided, please see the GPPA, Chapter 31 for appropriate documentation.</p> <p><i>Please note that actions will be considered incomplete if the documentation required to code the actions isn't provided by submission deadline.</i></p>

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
<p><u>Step 2</u></p> <p>NSSC-SP</p> <p>Receive Request</p>	<p>Log into FPPS and verify action in PROC box; checks FPPS Notes field.</p> <p>Access WTTS, ePDS and search for offer letter or PD in ePDS Sheet and other required supporting documentation</p> <p>If missing information from initial review, contact Center HR Office by e-mail or phone to request the missing information and create a NSR, attaching e-mail in the Activity Log.</p> <p>Output: Data validated.</p>	<p>Contact is made with Center POC.</p>
<p><u>Step 3</u></p> <p>NSSC-SP</p> <p>Code Action</p>	<p>After all information is verified, NSSC-SP uses NASA-specific references, GPPA, and FPPS instructions to enter all pertinent information (codes) in FPPS for requested Nature of Action (NOA).</p> <p>Forward action for Quality Assurance (QA) if appropriate.</p> <p>Output: Action coded.</p>	

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Step Roles and Responsibilities	Center-Initiated Actions Process Action	Tips/Notes
<p><u>Step 4</u></p> <p>NSSC-SP</p> <p>Quality Check and Release for Action</p>	<p>a. NSSC reviews SF-52 coding and verifies all documentation received.</p> <p>b. Corrective actions are taken, when necessary, prior to RLUP.</p> <p>c. Action is RLUP in accordance with Appendix F, RLUP Authority Matrix.</p> <p>Output: Action processed.</p>	<p>NSSC monitors changes in OPM, FPPS guidelines, regulations, and Agency policies that impact processing.</p>
<p><u>Step 5</u></p> <p>NSSC-SP</p> <p>Index Action and Notification</p>	<p>After RLUP, the SF-50 and appropriate supporting documents are indexed and electronically filed in eOPF. Employees are notified via eOPF.</p> <p>NSR previously opened is closed.</p> <p>Output: Action indexed and electronically filed in eOPF.</p>	<p>eOPF generates electronic notification to employee of a change in his/her eOPF.</p>

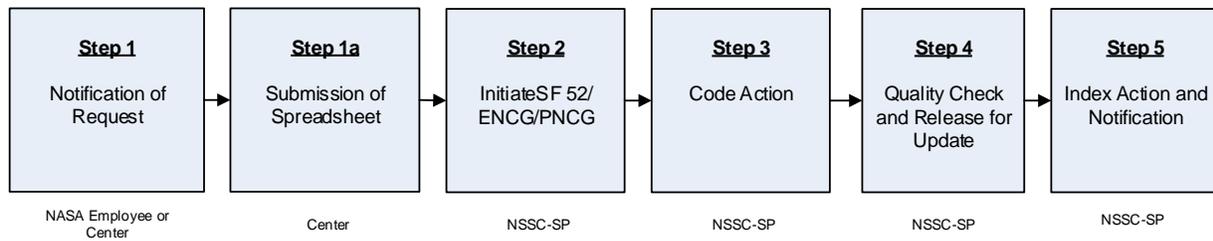
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Process 2 – NSSC-Initiated Actions Process

NSSC-initiated Actions include the following:

- Change Actions including Employee Change (ENCG) and PNCG
- Corrections/Cancellations
- Pay Adjustments (Manual)
- Cost of Living Allowances (COLA)
- Recruitment Bonus
- Extension of LWOP
- Early Return to Duty (RTD)

The Roles and Responsibilities table includes the process for all of these and indicates special steps for specific actions, as needed. Refer to the Cross Functional Flowcharts section for the detailed flowchart related to this process.



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Step Roles and Responsibilities	NSSC-Initiated Actions Process Action	Tips/Notes
<p><u>Step 1</u></p> <p>NASA Employee or Center</p> <p>Notification of Request</p>	<p>The Center or employee contacts the NSSC concerning:</p> <ul style="list-style-type: none"> • Name Change • Education Change • Veterans Preference Change • SCD <p>The employee or the Center HR Office informs NSSC-SP by e-mail (nssc@nasa.gov), fax (1-866-779-6772), or mail with the subject line listing the particular NOA.</p> <p>Output: Initiation of action.</p>	<p>The HR Cover Sheet is attached to original forms (or certified true copies of backup documents) and sent to NSSC.</p> <p>Documents not requiring a wet signature may be submitted to NSSC by special delivery or regular mail, encrypted e-mail, or from a secured fax. Originally signed documents must be mailed via special delivery or regular mail to NSSC for scanning and filing into the eOPF.</p> <p>For SES changes, NSSC LGAPs and the actions are expedited.</p>
<p><u>Step 1a</u></p> <p>Center</p> <p>Submission of Spreadsheet</p>	<p>For ENCG/PNCG and Data Element Changes:</p> <p>The Center should use the Data Element Spreadsheet for the submission of ENCG and PNCG that may or may not create an SF-50.</p> <p>The Center should use the Performance Rating Spreadsheet for the submission of Performance Ratings.</p> <p>The Center should use the Realignments/Reorganization Spreadsheet for the</p>	<p>Actions that may require use of this spreadsheet are:</p> <ul style="list-style-type: none"> • 781 - Chg in Work Schedule • 792 - Chg in Duty Station • 800 - Chg in Data Elements • 883 - Chg in Vet Pref-Reduction in Force (RIF) <p>Updates to performance rating, drug test code, and financial statement code usually require an ENCG or PNCG in FPPS</p> <p>If multiple changes are submitted, please sort by the type of changes.</p>

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Step Roles and Responsibilities	NSSC-Initiated Actions Process Action	Tips/Notes
	<p>submission of Realignment requests.</p> <p>Realignment Spreadsheets submitted to make these changes must be received by the NSSC one pay period in advance of the effective date. The format of the spreadsheet should be Excel.</p> <p>For Realignment Actions: Spreadsheet will include:</p> <ul style="list-style-type: none"> • Legal Authority • Type of Change • Center • Effective Date • HR POC • List of Impacted Employees • Position Number and suffix • Org Code From and To change 	<p>If spreadsheet is submitted via encrypted e-mail, cc: the PAP team POC.</p> <p>The spreadsheets are available on the PAP Webpage under Quick Links.</p>

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<p><u>Step 2</u></p> <p>NSSC-SP</p> <p>Initiate SF-52/ENCG/PNCG</p>	<p>Upon receipt of documentation from the employee, Center, National Record Center, or losing agency, NSSC verifies data in the documents and if necessary initiates the SF-52 for the following changes:</p> <ul style="list-style-type: none"> • SCDs (Leave, RIF and Retirement) • Veterans Preference for Appointment and Veterans Preference for RIF • Education • Name Change <p>For Correction and Cancellations (NSSC-SP) Actions:</p> <p>NSSC initiates a correction/cancellation SF-52 upon the finding that information on the SF-50 of a previous action is either missing or is incorrect.</p> <p>For Correction and Cancellations Requested from NASA Centers:</p> <p>Center HR Office contacts NSSC via e-mail at nssc@nasa.gov. Center identifies the type of action requested, employee's full name, item(s) requiring a correction and the date the error occurred. The subject line of the e-mail should reflect HR-Personnel Action Processing.</p>	<p>If NSSC identifies error and action requires a correction that affects NOAC, Legal Authority, or pay, NSSC notifies the Center HR POC and receives verification through e-mail, prior to RLUP</p>
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	<p>For Pay Adjustments:</p> <p>NSSC initiates pay adjustments for pay plans Executive Service (ES), Senior Technical (ST), and Senior Level (SL) based on spreadsheet data received from OHCM.</p> <p>NSSC initiates pay adjustments for pay plans Advisory Committee Member (EH), Expert (ED), Consultant (EF), and Administratively Determined (AD) based on spreadsheet data received from the Center HR Office.</p> <p>NSSC will contact the Center contact to confirm pay for employees with grade or pay retention.</p> <p>Department of Interior (DOI) processes system-generated pay adjustments for General Schedule (GS) employees.</p> <p>For COLA Actions for Re-employed Annuitants:</p> <p>NSSC contacts Reemployed Annuitants in the December timeframe to request a copy of the most current annuity statement to update the data in FPPS.</p> <p>Actions for Re-employed Annuitants will be initiated upon receipt of the annuity</p>	
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	<p>statement from the Center or employee.</p> <p>For Recruitment Bonuses:</p> <p>Center enters NOA, LAC, LAC description and dollar amount of the recruitment bonus in the FPPS notes of the new hire action.</p> <p>Service Agreements may be attached in WTTS or sent by e-mail to nssc@nasa.gov or faxed to 1-866-779-6772 with the HR Cover Sheet.</p> <p>For Extension of LWOP:</p> <p>Center notifies NSSC via e-mail at nssc@nasa.gov of the extension. Center identifies the type of action requested, employee's full name, and effective date and NTE date. The subject line of the e-mail should reflect HR-Personnel Action Processing.</p> <p>For Early RTD:</p> <p>Center notifies NSSC via e-mail at nssc@nasa.gov of the early return. Center identifies the type of action requested, employee's full name and effective date. The subject line of the e-mail should reflect HR-Personnel Action Processing.</p> <p>Output: SF-52 initiated in FPPS.</p>	
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Step Roles and Responsibilities	NSSC-Initiated Actions Process Action	Tips/Notes
<p><u>Step 3</u></p> <p>NSSC-SP</p> <p>Code Action</p>	<p>After all information is verified, NSSC-SP, using NASA-specific references, GPPA and FPPS instruction, enters all pertinent information (codes) in FPPS for that NOA. NSSC-SP forwards for QA, if appropriate.</p> <p>Output: Action coded.</p>	
<p><u>Step 4</u></p> <p>NSSC-SP</p> <p>Quality Check and Release for Action</p>	<p>a. NSSC reviews SF-52 coding and verifies all documentation received.</p> <p>b. Updates are made, when necessary, prior to RLUP.</p> <p>c. Action is RLUP in accordance with Appendix F, RLUP Authority Matrix.</p> <p>Output: Action processed.</p>	<p>NSSC monitors changes in OPM, FPPS guidelines, regulations and Agency policies that impact processing.</p>
<p><u>Step 5</u></p> <p>NSSC-SP</p> <p>Index Action and Notification</p>	<p>After RLUP, the SF-50 and supporting documents are indexed and electronically filed in eOPF. Employee is notified via eOPF.</p> <p>NSR previously opened is closed.</p> <p>Output: Action indexed and electronically filed in eOPF.</p>	<p>eOPF generates electronic notification to employee of a change in his/her eOPF.</p>

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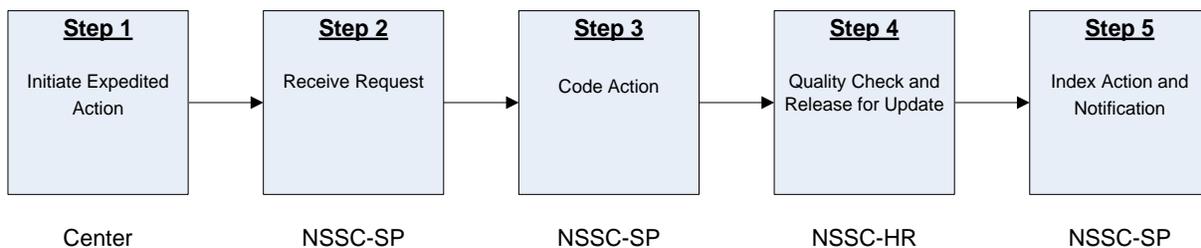
Process 3 – NSSC-Expedited Actions Process

NSSC-expedited Actions include the following:

- SES
- Adverse Actions
- Separations
- Cancellations
- Retroactive Actions
- Last Minute New Hires

The Roles and Responsibilities table includes the process for all of these and indicates special steps for specific actions, as needed. Refer to the Cross Functional Flowcharts section for the detailed flowchart related to this process.

Expedited Actions are last minute actions that must be processed within the pay period submitted. They are tracked as late actions by NSSC when submitted after the personnel action submission deadline. Any action that must be processed retroactively and is not listed as an exception should accompany a FPPS Note in the SF-52 stating the Senior Manager is aware of the retroactive action and approves of it.



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Step Roles and Responsibilities	NSSC-Expedited Actions Process Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center</p> <p>Initiate Expedited Action</p>	<p>Center initiates SF-52, RPA, and notifies NSSC-SP of the pending Expedited action by e-mail (nssc-contactcenter@nasa.gov) with the subject line: Expedited Action and copy to the PAP team or phone the NSSC at 1-877-677-2123.</p> <p>Center HR Office follows the same procedure as above in Process 1 for Center-initiated actions, but in the Notes field, explains the reason for expedited actions.</p> <p>Center HR Office enters Basic Requirements (as listed in Process 1) in SF-52 and LGAPs action in FPPS; provides any necessary supporting documents; and electronically forwards to the NSSC for processing.</p> <p>Output: An approved SF-52 with required supporting information for processing submitted to the NSSC.</p>	<p>Adverse Actions for Expediting are:</p> <ul style="list-style-type: none"> • Change to Lower Grade (CLG) • Denial of Within Range Increase (WRI) • Suspensions and RTDs • Separations (Removals) <p>Documents may initially be submitted to NSSC by special delivery or regular mail, encrypted e-mail, or from a secured fax. Wet signatures documents must be mailed to NSSC for scanning and filing into the eOPF.</p>

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Step Roles and Responsibilities	NSSC-Expedited Actions Process Action	Tips/Notes
<p><u>Step 2</u></p> <p>NSSC-SP</p> <p>Receive Request</p>	<p>NSSC-SP receives a NSR with the e-mail indicating the action is to be Expedited.</p> <p>NSSC-SP logs into FPPS and verifies action in PROC box, then checks the Notes section to identify if this is the Expedited Action.</p> <p>The NSSC-SP opens WTTS and searches offer letter or PD Cover Sheet.</p> <p>If missing information from initial review, NSSC-SP contacts Center HR Office by e-mail or phone to request the missing information.</p> <p>NSSC-SP updates the NSR and attaches e-mail in the Activity Log.</p> <p>Output: Data validated.</p>	<p>As required by the Guide to Personnel Record Keeping, documentation to support the action must be received by NSSC prior to coding and processing the SF-52 in FPPS.</p> <p>The reason for adverse action must be stated in notes.</p> <p>Contact is to the Center POC.</p>
<p><u>Step 3</u></p> <p>NSSC-SP</p> <p>Code Action</p>	<p>After all information is verified, the NSSC -SP, using NASA-specific references, GPPA and FPPS instruction, enters all pertinent information (codes) in FPPS for that NOA. Forwards for review.</p> <p>Output: Action coded.</p>	<p>For those actions that NSSC-SP receives or initiates an SF-52 in FPPS, the SP determines if it is an Expedited Action based on the action type and the proposed effective date.</p>

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Step Roles and Responsibilities	NSSC-Expedited Actions Process Action	Tips/Notes
<p><u>Step 4</u></p> <p>NSSC-SP</p> <p>Quality Check and Release for Action</p>	<p>a. NSSC reviews SF-52 coding and verifies all documentation received.</p> <p>b. Updates are made, when necessary, prior to RLUP.</p> <p>c. Action is RLUP in accordance with Appendix F, RLUP Authority Matrix.</p> <p>Output: Action processed.</p>	<p>NSSC monitors changes in OPM, FPPS guidelines, regulations and Agency policies that impact processing.</p>
<p><u>Step 5</u></p> <p>NSSC-SP</p> <p>Index Action and Notification</p>	<p>After RLUP, the SF-50 and supporting documents are indexed and electronically filed in eOPF. Employees are notified via eOPF.</p> <p>NSR previously opened is closed.</p> <p>Output: Action indexed and electronically filed in eOPF.</p>	<p>eOPF generates electronic notification to employee of a change in his/her eOPF.</p>

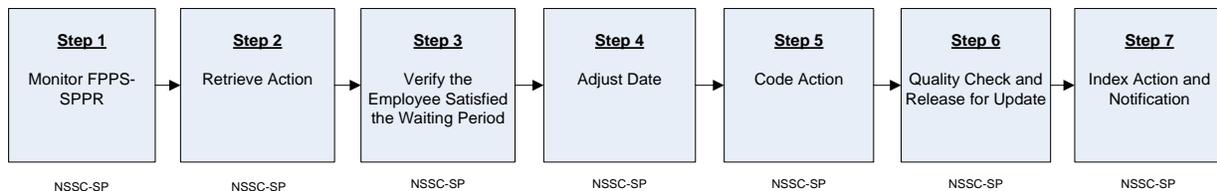
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Process 4 – System Generated Actions Process

System-generated Actions include the following:

- WRI
- Tenure changes
- RTD
- Termination of Temporary Appointments
- CLG
- Termination of Detail
- Awards (Only from Servicing Personnel Office Mass Prints Process (SPPR))
- Pay Adjustments (Only from SPPR)
- Change in SCD (Annually)

The Roles and Responsibilities table includes the process for all of these and indicates special steps for specific actions, as needed. Refer to the Cross Functional Flowcharts section for the detailed flowchart related to this process.



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Step Roles and Responsibilities	System-Generated Actions Process Action	Tips/Notes
<p><u>Step 1</u></p> <p>NSSC-SP</p> <p>Monitor FPPS-SPPR</p>	<p>NSSC teams monitor the FPPS SPPR box for notices of: WRIs, Terminations, RTDs, CLG, Awards, Change in SCD and Tenure Changes, NTEs and Pay Adjustments.</p> <p>Output: Upcoming actions identified.</p>	<p>NSSC forwards probationary notices to Center Supervisors listed in route paths on pay period basis for those Centers that have requested to receive them.</p> <p>WRI notices are sent to Centers that have a Union Agreement or HR policy.</p>
<p><u>Step 2</u></p> <p>NSSC-SP</p> <p>Retrieve Action</p>	<p>Once action is generated, it is retrieved by SP.</p> <p>Output: Actions assigned.</p>	<p>NSSC will contact the Centers if additional information is required prior to processing action.</p>
<p><u>Step 3</u></p> <p>NSSC-SP</p> <p>Verify the Employee Satisfied the Waiting Period, if applicable.</p>	<p>Generates and analyzes the Within Grade Increase (WGI) Datamart report and employee's eOPF to verify that the employee has satisfied the waiting period. (If waiting period has been satisfied, skip to Step 6.)</p> <p>Output: Data validated.</p>	

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Step Roles and Responsibilities	System-Generated Actions Process Action	Tips/Notes
<p><u>Step 4</u></p> <p>NSSC-SP</p> <p>Adjust Date</p>	<p>If the waiting period is not satisfied, the NSSC-SP processes an ENCG Update in FPPS and/or deletes the system-generated action. An NSR is created.</p> <p>Output: FPPS Update and/or action deleted if system generated.</p>	
<p><u>Step 5</u></p> <p>NSSC-SP</p> <p>Code Action</p>	<p>Codes the action in FPPS.</p> <p>Output: Action coded.</p>	<p>Unless a denial of WRI is received prior to effective date, WRI is automatically processed by NSSC.</p>
<p><u>Step 6</u></p> <p>NSSC-SP</p> <p>Quality Check and Release for Action</p>	<p>a. NSSC reviews SF-52 coding and verifies all documentation received.</p> <p>b. Corrective actions are taken, when necessary, prior to RLUP.</p> <p>c. Action is RLUP in accordance with Appendix F, RLUP Authority Matrix.</p> <p>Output: Action processed.</p>	<p>NSSC monitors changes in OPM, FPPS guidelines, regulations and Agency policies that impact processing.</p>

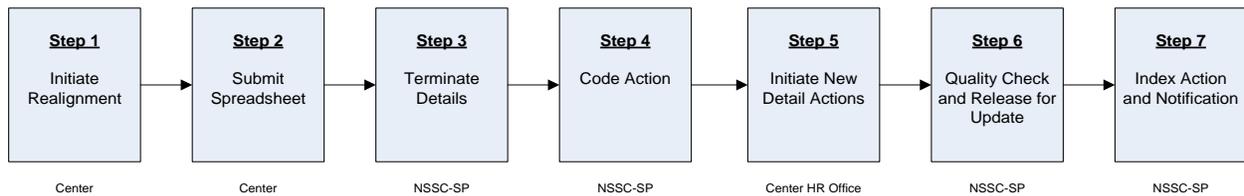
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Step Roles and Responsibilities	System-Generated Actions Process Action	Tips/Notes
<p><u>Step 7</u></p> <p>NSSC-SP</p> <p>Index Action and Notification</p>	<p>After RLUP, the SF-50 and supporting documents are indexed and electronically filed in eOPF. Employees are notified via eOPF.</p> <p>NSR previously opened is closed.</p> <p>Output: Action indexed and electronically filed in eOPF.</p>	<p>eOPF generates electronic notification to employee of a change in his/her eOPF.</p>

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Process 5 – Realignment/Reorganization Actions Process

The Roles and Responsibilities table includes the process for all Realignment / Reorganization Actions and indicates special steps for specific actions, as needed. Refer to the Cross Functional Flowcharts section for the detailed flowchart related to this process.



Step Roles and Responsibilities	Realignment/ Reorganization Actions Process Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center</p> <p>Initiate Realignment</p>	<p>The Center notifies the NSSC of Realignment through an e-mail to: nssc@nasa.gov and copies NSSC PAP with Realignment/Reorganization in the subject line.</p> <p>Notify the NSSC in advance of submitting the realignment/reorganization spreadsheet. This will allow the Team time to prepare for MASS processing in advance of the effective pay period</p> <p>Output: Realignment initiated.</p>	<p>Agency/Center receives approval from the Competency Center to implement the Realignment before submission to NSSC.</p>
<p><u>Step 2</u></p> <p>Center</p>	<p>If the reorganization occurs on the same effective date and no change occurs in the type of the employee's appointment,</p>	<p>The Realignment/Reorganization Spreadsheet template is posted on the PAP Webpage at The spreadsheet will have</p>

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Step Roles and Responsibilities	Realignment/ Reorganization Actions Process Action	Tips/Notes
Submit Spreadsheet	<p>position, grade or pay and the same authority is used for the action taken on each employee, a spreadsheet (List Form of Notice) may be used. The Center submits the Realignment/Reorganization Data Sheet with changes to NSSC one pay period in advance of the effective date.</p> <ul style="list-style-type: none"> • The spreadsheet will include: <ul style="list-style-type: none"> ○ Center Name ○ Effective Date ○ Employing Office ○ Personnel Office Identifier ○ HR POC ○ Phone ○ E-mail ○ NOAC and Description ○ Approving Official Signature and date ○ LAC and insert the date of Memo ○ Total # of Impacted Employees ○ List of Impacted Employees ○ Old and New Organization Codes ○ SF-52 (721 or 930) Needed and Created 	<p>notes indicating other actions necessary for the realignment such as termination of details.</p> <p>If the spreadsheet is not submitted on schedule, individual actions must then be completed.</p>

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Step Roles and Responsibilities	Realignment/ Reorganization Actions Process Action	Tips/Notes
	<ul style="list-style-type: none"> ○ Notifies PAP if other actions are necessary to complete the Realignment (e.g., Promotions, Reassignments, and Termination of Details). <p>Output: Spreadsheet submitted.</p>	
<p><u>Step 3</u></p> <p>NSSC-SP</p> <p>Terminate Details</p>	<p>NSSC terminates all Details for employees detailed to the org being realigned before the Realignment's effective date.</p> <p>NSSC creates Realignment actions based on spreadsheet submitted by Center.</p> <p>Output: Detail terminated. Realignment created.</p>	<p>Reassignments, promotions, etc. that are effected in conjunction with the Realignment/ Reorganization process should be sent as a package one full pay period in advance to ensure quality control.</p>
<p><u>Step 4</u></p> <p>NSSC-SP</p> <p>Code Action</p>	<p>Codes the action in FPPS.</p> <p>Output: Action coded.</p>	
<p><u>Step 5</u></p> <p>Center HR Office</p> <p>Initiate New Detail Actions</p>	<p>Submits new Detail action if employee is to continue on the Detail after the realignment.</p> <p>Output: New Detail action.</p>	<p>NSSC will notify Center to request new detail action once realignment is complete.</p>

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Step Roles and Responsibilities	Realignment/ Reorganization Actions Process Action	Tips/Notes
<p><u>Step 6</u></p> <p>NSSC-SP</p> <p>Quality Check and Release for Action</p>	<p>NSSC reviews SF-52 coding and verifies all documentation received.</p> <p>Updates are made, when necessary, prior to RLUP.</p> <p>Action is RLUP in accordance with Appendix F, RLUP Authority Matrix.</p> <p>Output: Action processed.</p>	<p>NSSC monitors changes in OPM, FPPS guidelines, regulations, and Agency policies that impact processing.</p>
<p><u>Step 7</u></p> <p>NSSC-SP</p> <p>Index Action and Notification</p>	<p>After RLUP, the SF-50 and supporting documents are indexed and electronically filed in eOPF.</p> <p>NSR previously opened is closed.</p> <p>Output: Action indexed and electronically filed in eOPF.</p>	<p>eOPF generates electronic notification to employee of a change in his/her eOPF.</p>

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Metrics

Initiating Entity	Deliverable	Receiving Entity	Performance Standard
Center HR Office/NSSC/AAO /Employee	Processed personnel action (SF-50) Non-SF-50 Data Element Changes	Employee: through eOPF and DOI: through FPPS	<p>97% of transactions are processed by NSSC accurately as defined by regulations and references.</p> <p>97% of personnel transactions that are received at the NSSC by the established deadline and as a complete package are processed within five business days from the effective date.</p> <p>The established submission deadline is defined as two Fridays one week prior to the first day of the pay period the action is effective, except for Realignments/Reorganization and Data Elements which are one full pay period before effective date. Center/Agency-wide ENCG/PNCG changes will be negotiated on a case-by-case basis.</p>
Internal NSSC Functional Areas	Processed personnel action (SF-50) Non-SF50 Data Element	Employee: through eOPF and DOI: through FPPS	Two pay periods after submission of request to NSSC

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System Components

Existing Systems

Existing IT System Title	IT System Description	Access Requirements	IT System Interfaces
Federal Personnel Payroll System (FPPS)	Processing system for payroll and personnel actions	User Role	Web access (or eGOV successor system) WTTS, data warehouse, NAAS.
Workforce Transformation Tracking System (WTTS)	Tracking system for NASA accessions, losses, and PDs, etc.	User Role	FPPS, New Employee Orientation Page, and Entry on Duty System (EODS)
NASA Employee Orientation (NEO) Web site	Location of New Hire forms for employees	User Role	Interface with WTTS
OPM's Electronic Official Personnel Folder (eOPF) System	Paperless Official Personnel Folder (OPF)	User Role; System Administration Role	FPPS
Government Retirement & Benefits (GRB) Assist Software	Software to assist in SCD calculation	User Role	Secure server for GRB Web-based calculation, retention, and retrieval
Entry on Duty System (EODS)	Software to assist in the new hire process and maintains forms	User Role	Secure Server for retention and retrieval

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Existing IT System Title	IT System Description	Access Requirements	IT System Interfaces
ePDS	Electronic Position Description System	User Role	WTTS
Human Resources Portal (HR Portal)	Portal used to fill a vacant position	User Role	WTTS, FPPS, ePDS
ServiceNow	Workload Management System	User and User Support	ServiceNow

New Systems

New IT System Title	IT System Description	Access Requirements	IT System Interfaces
N/A			

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Customer Contact Center Strategy

The NSSC Customer Contact Center Service Delivery Guide provides details regarding menu position, routing, and escalation of inquiries for this activity. NSSDG-1200-0001, NSSC Customer Contact Center Service Delivery Guide, is located at:
[https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1926925&rev=\\$latest](https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1926925&rev=$latest).

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Appendix A – Acronym List

Acronym	Meaning
AD	Administratively Determined
COB	Close of Business
CS	Civil Servant
CHG	Change
CLG	Change in Lower Grade
COLA	Cost of Living Adjustment
DOI	Department of Interior
ED	Expert
EF	Consultant
EH	Advisory Committee Member
ENCG	Employee Change
EODS	Entry on Duty
EODS	Entrance on Duty System
eOPF	Electronic Official Personnel Folder
ePDS	Electronic Position Description
ES	Executive Service
FPPS	Federal Personnel Payroll System
GARL	Group Action Request List
GPPA	Guide to Processing Personnel Actions

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Acronym	Meaning
GRB	Government Retirement & Benefits
GS	General Schedule
HR	Human Resources
LAC	Legal Authority Code
LGAP	Legally Approved
LWOP	Leave Without Pay
NAAS	NASA Automated Award System
NASA	National Aeronautics and Space Administration
NDAA	National Defense Authorization Act
NEO	New Employee Orientation
NOA	Nature of Action
NOAC	Nature Of Action Code
NSR	NSSC Service Request
NSSC	NASA Shared Services Center
NTE	Not to Exceed
OF	Optional Form
OHCM	Office of Human Capital Management
OPF	Official Personnel Folder
OPM	Office of Personnel Management
PAP	Personnel Action Processing

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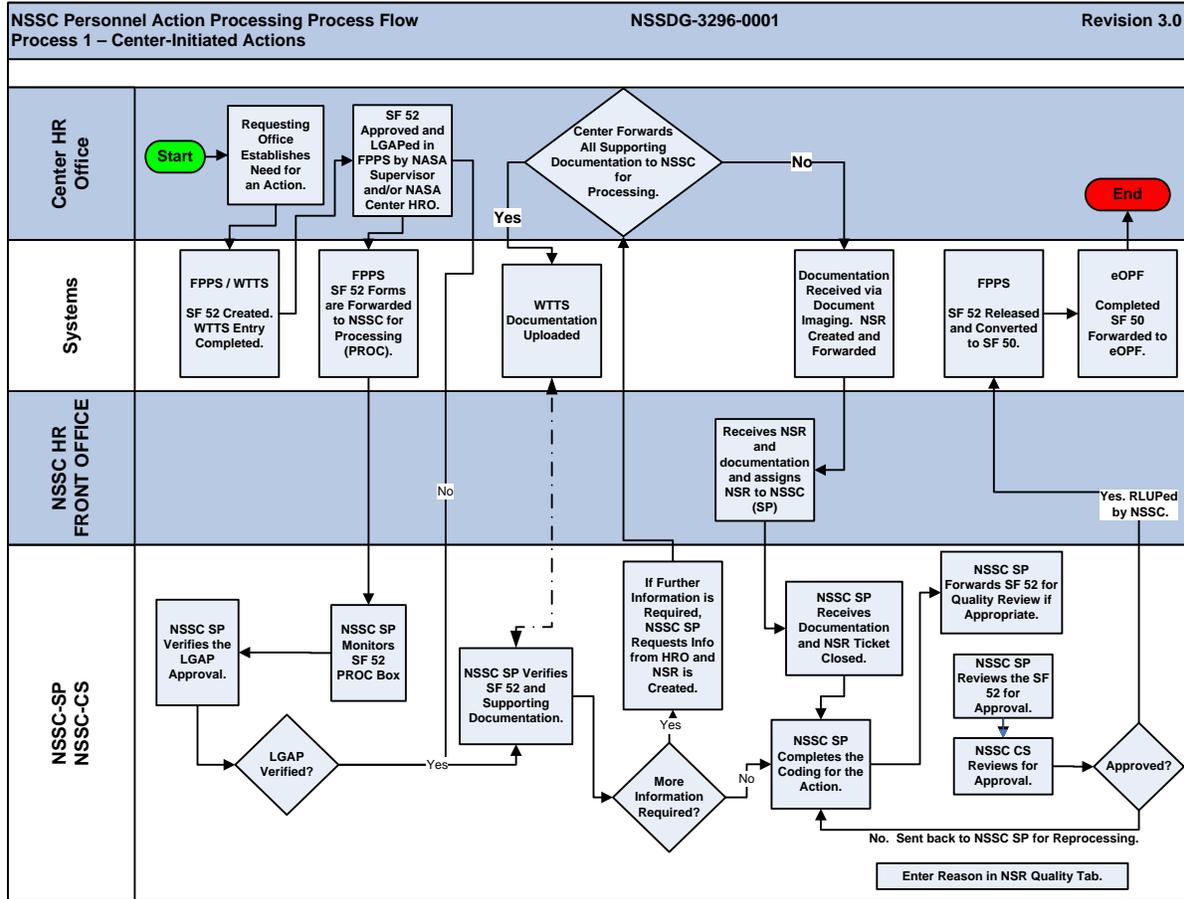
Acronym	Meaning
PD	Position Description
PNCG	Position Change
POC	Point of Contact
QA	Quality Assurance
RIF	Reduction in Force
RLUP	Released for Update
RPA	Request for Personnel Action
RTD	Return to Duty
SCD	Service Computation Date
SDG	Service Delivery Guide
SES	Senior Executive Service
SF	Standard Form
SL	Senior Level
SP	Service Provider
SPC	Student Program Coordinator
SPO	Servicing Personnel Office
SPPR	Servicing Personnel Office Mass Prints Access
SSN	Social Security Number
ST	Senior Technical
WG	Wage Grade

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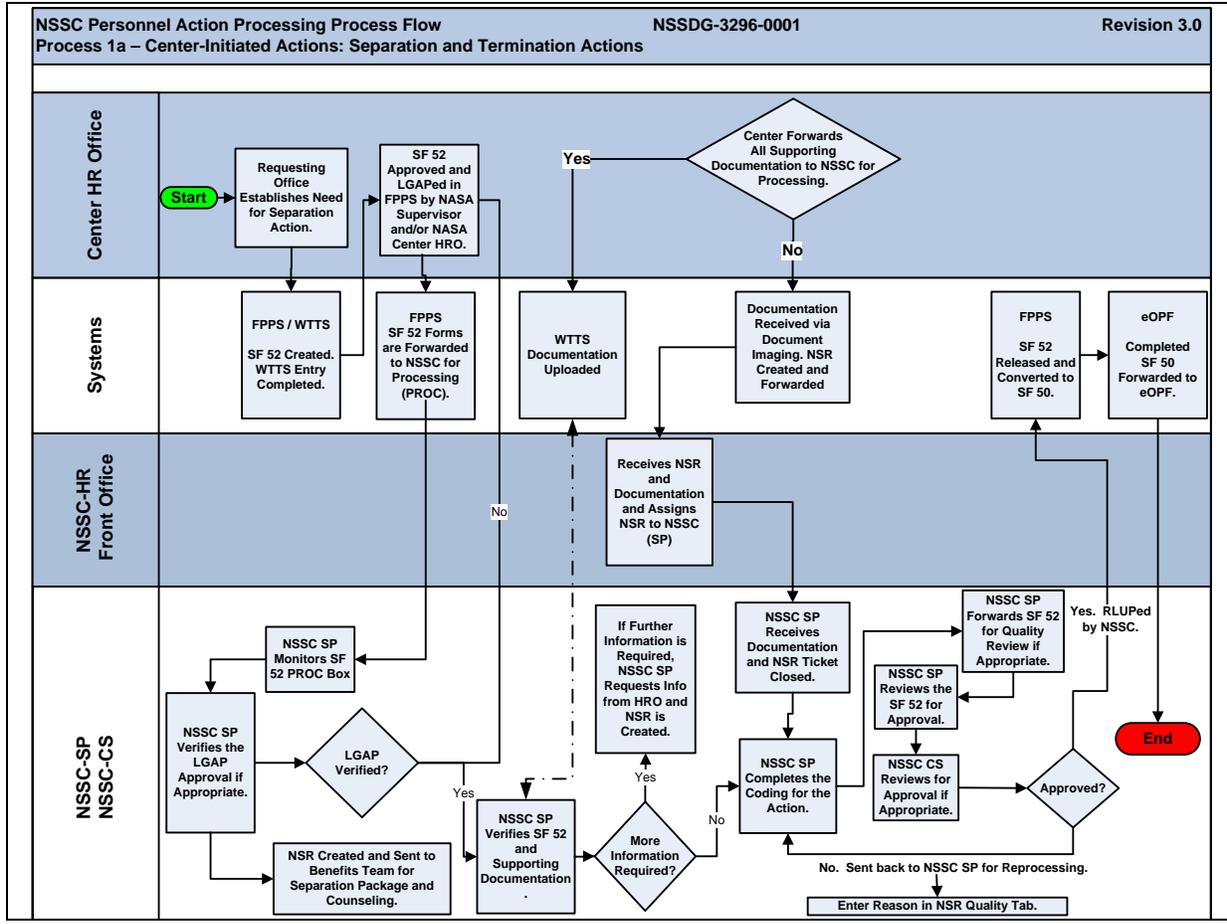
Acronym	Meaning
WGI	Within Grade Increase
WRI	Within Range Increase
WTTS	Workforce Transformation Tracking System

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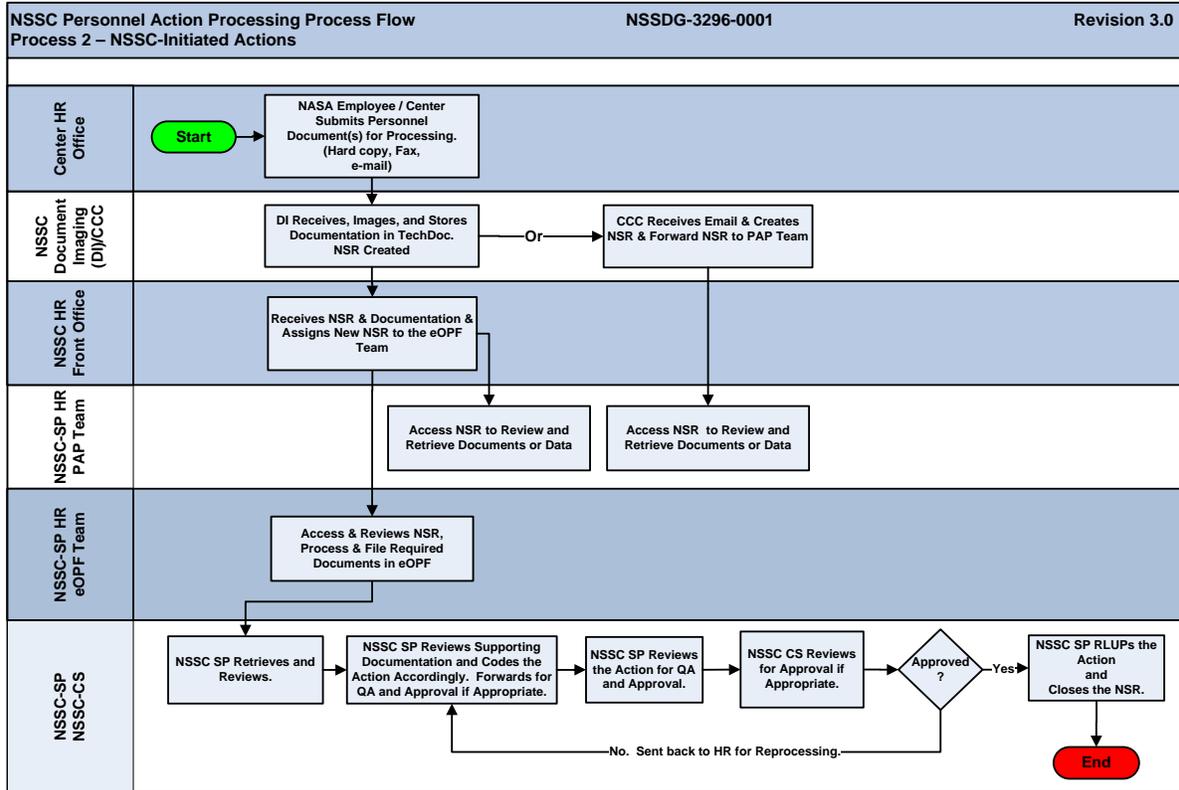
Appendix B – Work Process Flow Diagrams



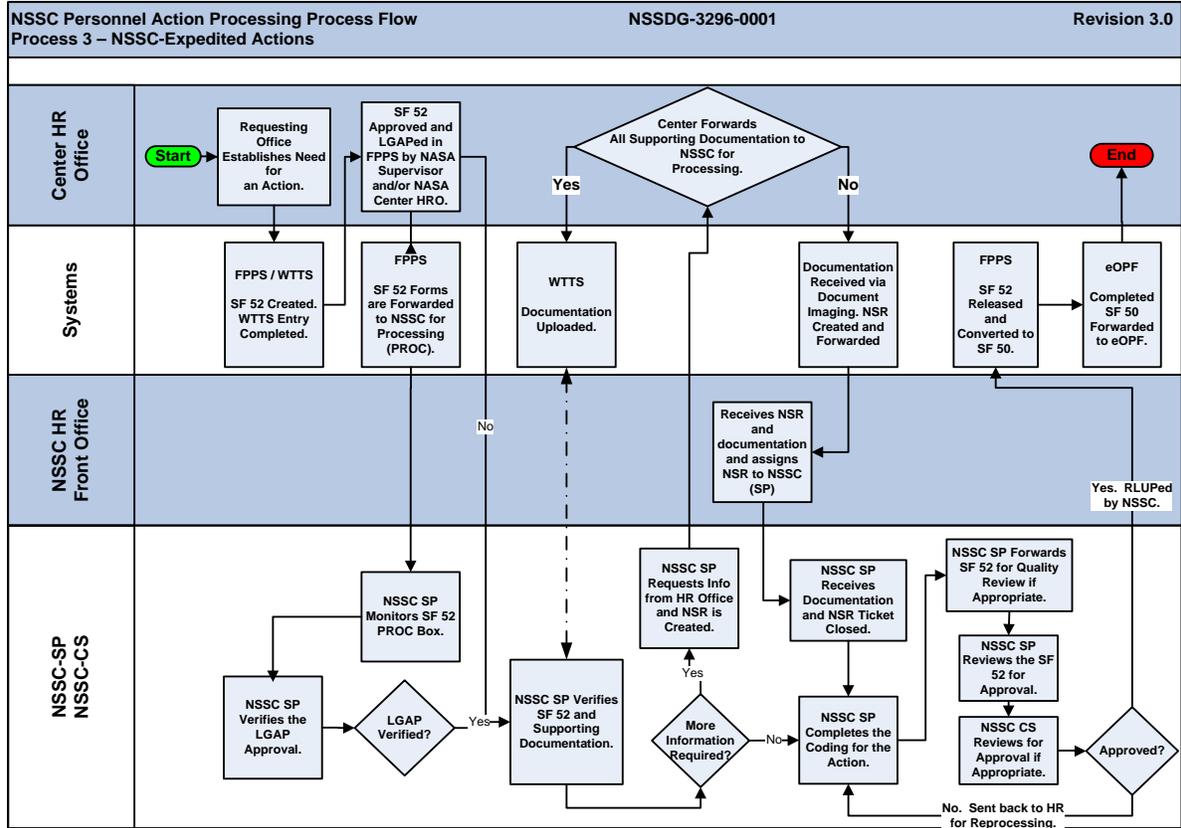
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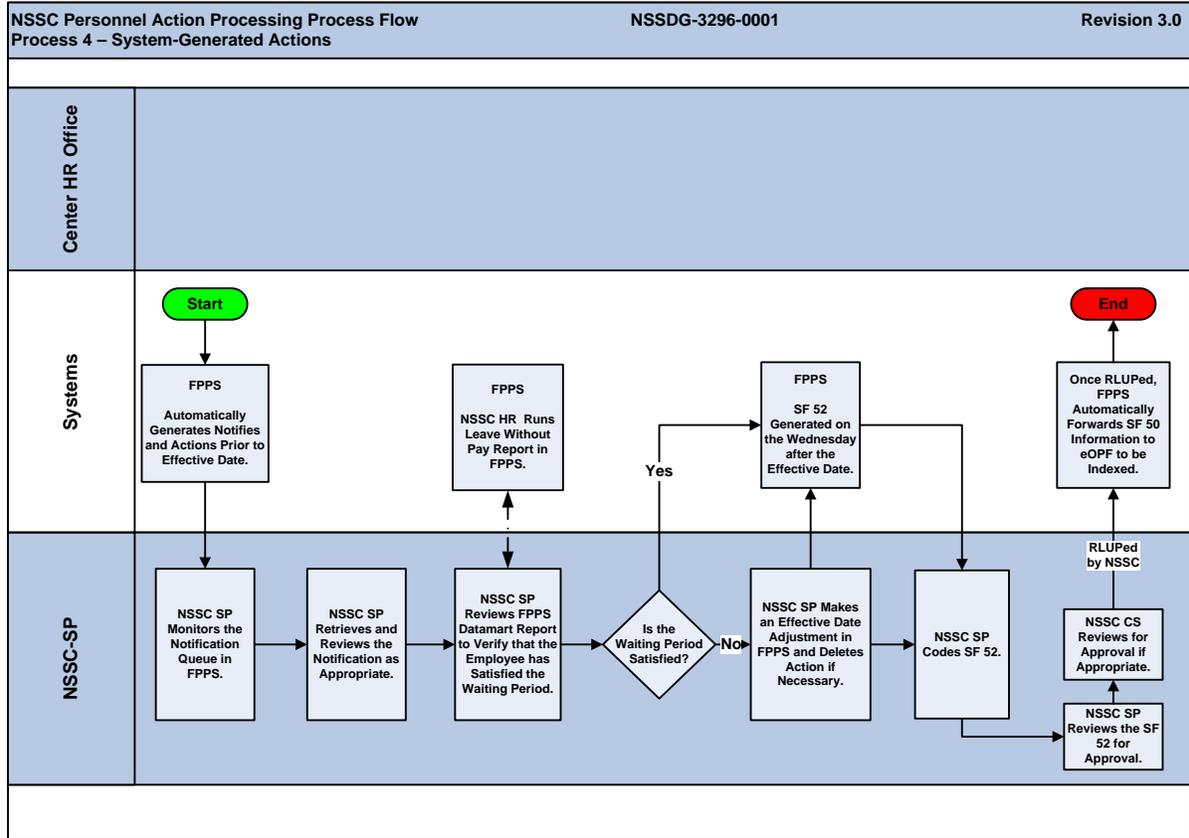
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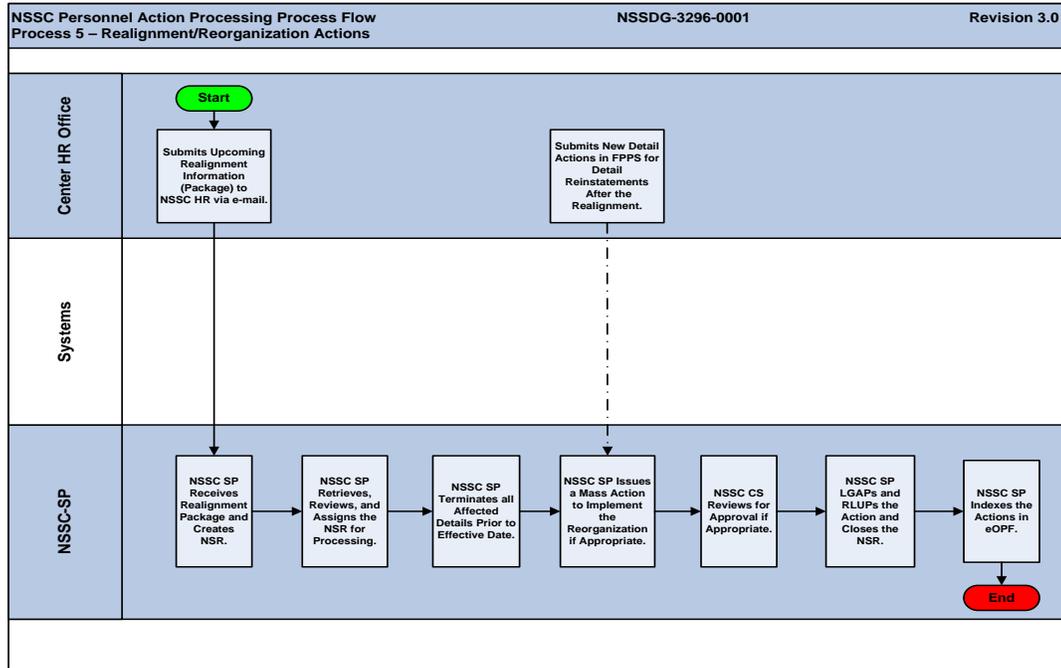
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Appendix C – Personnel Action Processing Responsibilities Table

Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC) LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
100 – Career Appt	001 – Cancellation
101 – Career-Cond Appt	002 – Correction
107 – Emergency Appt	292 – Return to Duty
108 – Term Appt NTE	355 – Termination – Expiration of Appt (SPPR Only)
115 – Appt NTE	713 – Change to Lower Grade (SPPR Only)
120 – Overseas Limited Appt	773 – Extension of LWOP
122 – Overseas Limited Appt NTE	780 – Name change from
124 – Appt Status Quo	781 – Change in Work Schedule
130 – Transfer	782 – Change in Hours
140 – Reinstatement Career	790 – Realignment
141 – Reinstatement Career-Cond	792 – Change in Duty Station
142 – SES Career Appt	800 – Change in Data Element
143 – Reinstatement SES Career	815 – Recruitment Incentive
145 – Transfer SES Career	840 – Individual Cash Award (SPPR Only)
146 – SES Noncareer	841 – Group Cash Award (SPPR Only)

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Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC)	
LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
148 – SES LTD Term Appt NTE	842 – Indiv Suggestion/Invention Award (SPPR Only)
170 – Excepted Appt	843 – Group Suggestion/Invention Award (SPPR Only)
171 – Excepted Appt NTE	844 – Foreign Language Award (SPPR Only)
190 – Provisional Appt NTE	846 – Individual Time-Off Award (SPPR Only)
	847 – Group Time-Off Award (SPPR Only)
312 – Resignation-ILIA	866 – Termination of Grade Retention
317 – Resignation	878 – Presidential Rank Award (SPPR Only)
330 – Removal	879 – SES Performance Award (SPPR Only)
352 – Termination Appt In	882 – Change in SCD
357 – Termination	883 – Change in Vet Pref for RIF
385 – Termination during Prob/Trial Period	888 – Denial of WGI (SPPR Only)
390 – Separation-Appt In	890 – Misc Pay Adjustment
450 – Suspension NTE	891 – Reg Perf Pay
452 – Suspension Indefinite	893 – Reg WRI

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Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC)	
LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
460 – LWOP NTE	894 – Pay Adj (Manual)
471 – Furlough	901 – Change Functional Classifications
472 – Furlough NTE	902 – Change Veterans Status
473 – Absent US	903 – Change Position Sensitivity
500 – Conv to Career Appt	904 – Change Supervisory Status Code
501 – Conv to Career Cond Appt	916 – Change in Ethnicity and Race
508 – Conv to Term Appt NTE	924 – Chge Prev Ret Cov/Froz Svc/Crd Svc
515 – Conv to Appt NTE	925 – Change in Duties
540 – Conv to Reins-Career	929 – Change in Org Descriptions
541 – Conv to Reins-Career Cond	932 – Termination of Detail (SPPR Only or based on Realignment Spreadsheet
542 – Conv to SES Career Appt	940 – Cost of Living for Reemp Annt
543 – Conv to Reins-SES Career Appt	983 – Change Org Code and/or Posn Nn
546 – Conv to SES NonCareer	984 – Change in Pos Title/Number
548 – Conv SES Ltd Term Appt NTE	987 – Space Act Award (SPPR Only)
570 – Conv to Except Appt	988 – NASA Honor Award (SPPR Only)
571 – Conv to Excepted Appt NTE	989 – Installation Honor Award (SPPR Only)

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Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC)	
LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
615 – Phased Employment/Retirement	993 – Change in Education
616 – Opt Out Phased Employ/Retirement	
702 – Promotion	
703 – Promotion NTE	
713 – Change to Lower Grade	
721 – Reassignment	
740 – Position Change	
760 – Extension of Appt NTE	
762 – Extension of SES Appt NTE	
765 – Extension of Term Appt NTE	
769 – Extension of Promotion NTE	
810 - Change in Allow/Differential	
816 – Relocation Incentive	
817 – Student Loan Repayment	
819 – Availability Pay	
826 – Redesignation Bonus	
827 – Retention Incentive	

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Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC)	
LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
840 – Individual Cash Award (Not generated by NAAS)	
841 – Group Cash Award (Not generated by NAAS)	
842 – Indiv Suggestion/Invention Award (Not generated by NAAS)	
843 – Group Suggestion/Invention Award (Not generated by NAAS)	
844 – Foreign Language Award (Not generated generated NAAS)	
845 – Travel Savings Incentive	
846 – Individual Time-Off Award (Not generated by NAAS)	
847 – Group Time-Off Award (Not generated by NAAS)	
848 – Referral Bonus	
878 – Presidential Rank Award (Not generated by NAAS)	
879 – SES Performance Award (Not generated by NAAS)	
888 – Denial of WGI (Not system-generated)	
892 – Irreg Perf Pay	

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Personnel Action Processing Responsibilities Table	
Center and NSSC LGAP Responsibilities by Nature of Action Code (NOAC)	
LGAP: Approving the Request for Personnel Action (SF-52)	
Center HR Office LGAPs Action	NSSC LGAPs Action
930 – Detail NTE	
931 – Extension of Detail NTE	
932 – Termination of Detail (Not system-generated and not based on Realignment)	
958 – Phys Compar Allow	
959 – Physician Compar Allowance Stop	
987 – Space Act Award	
988 – NASA Honor Award	
989 – Installation Honor Award	

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Appendix D – Sample Position Description Cover Sheet

Position Description Information	
PD Number	1012346
Center:	NASA 1038548901 Z0X0
Duty Station:	
Organization:	
Pay Plan:	GS
Series:	0201
Grade:	13
Position Classification (NCC):	630 - 02
OPM Title:	Human Resources Specialist
OPM Abbreviated Title:	Human Resources Specialist
NASA Title:	Human Resources Specialist
NASA Abbreviated Title:	Human Resources Specialist
Bargaining Unit Status:	8888 - Ineligible for inclusion in a bargaining unit
Competitive Level:	
Financial Statements Code:	Yes - OGE450
FLSA:	1 - Exempt
Full Performance Grade Level:	13
Functional Classification Code:	00
Position Status:	Competitive
Supervisor Level Code:	34 - ALL OTHER PAID CIVIL SERVICE
Supervisor Status:	8 - ALL OTHER POSITIONS
Drug Test Code (TDP):	NO
Position Sensitivity/Risk:	Low Risk (1)
Risk Tool Used:	NF
Minimum Investigation:	NACI - National Agency Check and Inquiries
Cyber Security:	00-NOT APPLICABLE
Supervisor Approval:	Signed by Ima Just Fine dated 5/1/2017 Signed by Mini Meme dated 5/1/2017 5/1/2017
Classifier Approval:	
Last EPDS Update:	

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Appendix E – Human Resources Cover Sheet

	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA SHARED SERVICES CENTER STENNIS SPACE CENTER, MS 38629-8000	Human Resources Cover Sheet
<input type="checkbox"/> Print Blank Form		* Indicates Required Fields NSSC Fax: 866-779-6772
Section 1. Contact Information		
*1a. NASA Center	*1b. Package Type	Date
<input type="text"/>	<input type="text"/>	07/01/2014
<input type="checkbox"/> 1c. Check for Employee Use	*1d. Ctr HR / Employee Last Name	*1e. First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 2. These items must be sent by mail:		
<input type="checkbox"/>	2a. SF 1152 - Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	
<input type="checkbox"/>	2b. SF 2823 - Designation of Beneficiary - FEGLI	
<input type="checkbox"/>	2c. SF 3102 - Designation of Beneficiary - FERS	
<input type="checkbox"/>	2d. SF 3107 - Application for Immediate Retirement - FERS	
<input type="checkbox"/>	2e. SF 2801 - Application for Immediate Retirement - CSRS	
<input type="checkbox"/>	2f. Other (Specify) <input type="text"/>	
Section 3. These items may be sent by fax, mail, or electronically (with encryption):		
<input type="checkbox"/>	3a. NF 652 - Position Description Cover Sheet	
<input type="checkbox"/>	3b. OF 306 - Declaration for Federal Employment (3 pages)	
<input type="checkbox"/>	3c. Resume	
<input type="checkbox"/>	3d. Educational Data Form	
<input type="checkbox"/>	3e. Transcripts / diploma / letter conferring degree from university	
<input type="checkbox"/>	3f. SF 50 - Notification of Personnel Action	
<input type="checkbox"/>	3g. SF 61 - Appointment Affidavits	
<input type="checkbox"/>	3h. SF 75 - Request for Preliminary Employment Data	
<input type="checkbox"/>	3i. SF 144 - Statement of Prior Federal Service	
<input type="checkbox"/>	3j. SF 181 - Ethnicity and Race Identification	
<input type="checkbox"/>	3k. SF 256 - Self - Identification of Disability	
<input type="checkbox"/>	3l. SF 2809 - Health Benefits Election - FEHB	
<input type="checkbox"/>	3m. SF 2817 - Life Insurance Election - FEGLI	
<input type="checkbox"/>	3n. TSP 1 - Thrift Savings Plan Election Form	
<input type="checkbox"/>	3o. Military supporting documentation	
<input type="checkbox"/>	3p. Other (Specify) <input type="text"/>	
<input type="checkbox"/>	3q. Other (Specify) <input type="text"/>	
<input type="checkbox"/>	3r. Other (Specify) <input type="text"/>	
<input type="checkbox"/>	3s. Other (Specify) <input type="text"/>	
<input type="checkbox"/>	3t. Other (Specify) <input type="text"/>	
<input type="checkbox"/>	3u. Other (Specify) <input type="text"/>	
Comments <input style="width: 100%; height: 80px;" type="text"/>		Total number of pages are automatically updated & include this NSSC-Form-0046: <div style="border: 1px solid black; width: 50px; text-align: center; margin: 0 auto;">1</div>

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Appendix F – RLUP Authority Matrix

NOA	NSSC-SP PAP Team	NSSC-CS PAP Level III
Adverse Actions (Removals, suspensions, reductions in grade, etc.)		X
Appointments	X	
Awards	X	
Benefits	X	
Bonuses	X	
Cancellation of Actions	X	
Changes in Data Elements except SCD	X	
Conversions	X	
Demotions/Change to Lower Grade (other than Adverse Actions)	X	
Demotions/Change to Lower Grade (Adverse Actions)		X
Extensions	X	
Furlough		X
LWOP	X	
Non-status Appointments	X	
Overseas Appt		X
Pay Issues (Grade Retention, Highest Previous Rate, etc.)	X	
Promotions	X	

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NOA	NSSC-SP PAP Team	NSSC-CS PAP Level III
Reassignments	X	
Reorganization & Realignment	X	
Reduction in Force		X
RTD	X	
Senior Executive Service (SES) Actions		X
Separations/Terminations (other than Adverse Actions)	X	
Separations/Terminations (Adverse Actions)		X
Service Computation Dates	X	
Temporary Actions	X	
Transfers	X	
Veterans Preference	X	
WGI, WRI, QSI	X	