

National Aeronautics and Space Administration



**NASA GUIDE TO
PROCESSING PERSONNEL ACTIONS
Version 1**

**Office of Human Capital Management
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SECTION 1 – INTRODUCTION

This document is intended to be a reference for National Aeronautics and Space Administration (NASA) Human Resources (HR) Specialists, HR Assistants, and NASA Shared Services Center (NSSC) personnel, who will have a role in processing personnel actions. This guide will outline Center and NSSC roles and responsibilities for all action types and data element changes. The Personnel Action Processing function consists of multiple processes that are defined in this document.

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

1.1 General Instructions

Processing personnel actions is an electronic process with two distinct electronic signature points. The first electronic signature point (i.e., Legally Approve (LGAP)) indicates that an action is necessary and meets statutory and legal requirements. Depending on the type of action, this electronic signature will be performed by the Center or the NSSC. The second electronic signature point (i.e., Release for Update (RLUP)) indicates that the action has been coded, relational edits have been run, and the action has been released for processing in the Federal Personnel Payroll System (FPPS). The NSSC will RLUP all actions.

The Office of Human Capital Management (OHCM), in conjunction with Center and NSSC representatives, has determined that for an action where the Center HR Office has been a party to the recruitment, qualification determination, selection, and pay-setting process on a proposed action, the Center HR Office will continue to serve as the certifying/approving officials, prior to forwarding the action to the NSSC. This action occurs in FPPS by performing the LGAP function. The Center HR Office will also be responsible for providing the NSSC with the appropriate documentation required to process the action and file in the Official Personnel Files/eOPF. The NSSC will then complete the action in FPPS, by performing the RLUP function. For some actions, the NSSC will serve as the certifying/approving official and will also authenticate the action through electronic signature (i.e., the NSSC will LGAP and RLUP the action). Refer to Appendix B, Responsibilities Table, for a comprehensive list of actions and LGAP responsibilities.

1.2 Submission Timeline

All actions and supporting documentation must be submitted to the NSSC no later than the Close of Business (COB) the Friday before one full week prior to the effective date. For example, if the effective date of the action is 10/21/07, the action should be submitted to the NSSC by COB on Friday, 10/12/07. Refer to Attachment 3, 2008 Due Date Submission Chart, for specific submission dates in 2008.

If an action that is LGAPed after the effective date and does not fall into one of the Office of Personnel Management (OPM) Guide to Processing Personnel Actions (GPPA)-approved exceptions, NSSC will coordinate with the Center to have a new effective date determination made. (Preferred method for coordination is through e-mail.) Chapter 3 (Subchapter 2, paragraph 2-3) of the OPM GPPA identifies exceptions as follows:

2-3. Reasons for Cancellations and Retroactive Actions.

Cancellations and retroactive actions are most frequently processed to implement decisions resulting from the settlement or resolution of a complaint, a grievance, or an appeal of an adverse action or an arbitral award. They may also be processed when an appointing officer discovers an action the current agency or another agency effected in error (for example, a within-grade increase for an employee who has not completed the required waiting period due to excess time in nonpay status) or an action which should have been processed and was not.

1.3 Process Summary

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

- A. NSSC will be added to the Servicing Personnel Office (SPO) routing path in FPPS. The Center initiates; enters required data for a particular Nature of Action (NOA); LGAPs the Standard Form (SF) 52, Request for Personnel Action, for those actions as defined in Appendix B, Responsibilities Table; and electronically forwards the request to NSSC in FPPS. For actions that are LGAPed at NSSC, the action is submitted by the requesting office and routed through the Center HR Office to the NSSC. Supporting documents are also provided electronically where possible (e.g., as attachment in the Workforce Transformation Tracking System (WITS)) or through mail/secure fax, if secure electronic methods are not available.

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

- B. NSSC receives the SF 52, Request for Personnel Action; retrieves supporting documents; and reviews for completeness and accuracy. NSSC codes the action to complete processing requirements, following the OPM GPPA and NASA regulations and policies (e.g., Flexibility Act).
- C. The action is reviewed for quality and completeness of added information (e.g. remarks) and then NSSC releases the Personnel Action for FPPS processing. This action is called RLUP. All actions are RLUPed by NSSC.

- D.** NSSC electronically files the completed, SF 50, Notification of Personnel Action, in the eOPF and appropriately distributes other forms to the eOPF or other agencies (e.g., Federal Employees' Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), etc.) in accordance with applicable guides.

Note: NSSC will send the employee copy of the SF 50 to the Center HR Office for distribution until employees have access to the eOPF.

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

SECTION 2 – PROCESS 1 – CENTER-INITIATED ACTIONS AND REQUIRED DOCUMENTATION

Any action that requires that the Centers HR Offices have been a party to the recruitment, qualification determination, selection, and pay-setting process on a proposed action, the Center HR Offices will continue to serve as the certifying/approving officials, prior to forwarding the actions to the NSSC. This action occurs in FPPS by performing the LGAP function. Center-initiated Actions include the following:

- Appointments
- Conversions
- Extensions
- Leave Without Pay (LWOP)
- Promotions
- Transfers
- Reassignments
- Senior Executive Service (SES)
- Students
- Change Actions:
 - Change in Work Schedule
 - Change in Work Hours
 - Change in Duty Station
- Separations

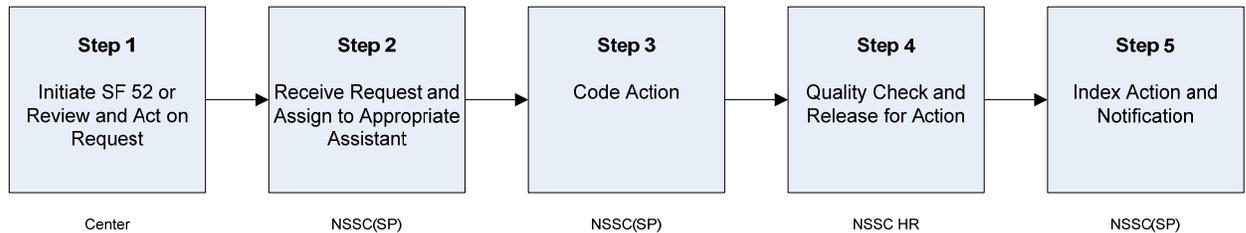


Figure 2-01. Center-initiated Actions Process Overview

Each type of action requires different information for processing. Use the chart in this section to determine the information needed and how the information should be transmitted to the NSSC. In some cases, additional communication and coordination with the NSSC may be necessary.

Process 1 – Center-initiated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Appointment and Transfer Documentation Requirements	<ul style="list-style-type: none"> • Name • Social Security Number (SSN) • Effective Date • Nature of Action Code (NOAC) • Legal Authority Code • Legal Authority Description • Pay Setting, if applicable 	<ul style="list-style-type: none"> • Offer letter including the following, if applicable: <ul style="list-style-type: none"> ○ Recruitment Bonus ○ Relocation Bonus ○ Service Agreement ○ Special Program • Resume • Position Description (PD) Cover Sheet, if applicable • Announcement Number, if applicable • Date Certificate Issued, if applicable 	<p>Any special exceptions or requirements must be documented in the Notes field of the action in FPPS.</p> <p>Refer to Attachment 4, New Hire Forms Disposition, for a complete listing of New Hire forms and the required disposition.</p> <p>All forms may be attached in WTTS; however, if the required documents cannot be attached in WTTS because an original signature is required, they may be mailed to the NSSC or sent via secure fax or secure e-mail.</p> <p>All employee new hire forms not needed for Entrance on Duty (EOD) in-processing can be sent directly from the employee to the NSSC at:</p> <p>NASA Shared Services Center Bldg. 5100 Stennis Space Center, MS 39529</p> <p>If sending documents to NSSC, Center HR Offices should use the Transmittal Sheet found on the NSSC HR Web site.</p>
Conversion Documentation Requirements	<ul style="list-style-type: none"> • New Not to Exceed (NTE) date 		<p>Extensions</p> <p>Extensions of NTE appointments must be initiated by the Center in FPPS and forwarded to the NSSC prior to the NTE date. If the NSSC does not receive a request for extension, the termination action will be processed.</p>
SES Actions	<ul style="list-style-type: none"> • Name • SSN • Effective Date • NOAC • Legal Authority Code • Legal Authority Description • Pay Setting 		<p>All SES actions will be considered Expedited Actions. Center HR Office will put Special Remarks in the Notes field of FPPS.</p>

Process 1 – Center-initiated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Promotions and Reassignments	<ul style="list-style-type: none"> Name SSN Effective Date NOAC Legal Authority Code Legal Authority Description Pay Setting 	<ul style="list-style-type: none"> In Notes field of WTTS: <ul style="list-style-type: none"> Announcement number Date cert issued Full performance level PD Cover Sheet 	Note: PD Cover Sheet may be attached in WTTS or sent by e-mail (nssc@nasa.gov) or fax (1-866-779-6772) to NSSC.
Extension Actions	<ul style="list-style-type: none"> Name SSN Effective Date NOAC Legal Authority Code Legal Authority Description Pay Setting, if applicable New NTE date entered into Notes field 		
LWOP Actions	<ul style="list-style-type: none"> Name SSN Effective Date NOAC Legal Authority Code Legal Authority Description Pay Setting, if applicable NTE date entered into Notes field 		Note: The Benefits Team will be notified of employee going on LWOP to initiate counseling for benefits continuation.

Process 1 – Center-initiated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Student Programs	<ul style="list-style-type: none"> • Name • SSN • Effective Date • NOAC • Legal Authority Code • Legal Authority Description • Pay Setting, if applicable 		<p>Note: The Center HR Office will notify NSSC Payroll Office if a decision was made not to advance leave.</p> <p>Note: A decision to not advance leave will also be documented in the Notes field of FPPS.</p> <p>Note: Student Program Coordinator will notify NSSC via e-mail when changes to tenure need to be made for students.</p> <p>Additional data elements needed:</p> <ul style="list-style-type: none"> • Student loan repayment • Work schedule hours • Enhanced leave indicator
Change Actions	<ul style="list-style-type: none"> • Name • SSN • Effective Date • NOAC • Legal Authority Code • Legal Authority Description • Pay Setting, if applicable <p>FPPS Notes to include:</p> <ul style="list-style-type: none"> ○ Work Schedule ○ Work Hours ○ Duty Station 		
Separations	<ul style="list-style-type: none"> • Name • SSN • Effective Date • NOAC • Legal Authority Code • Legal Authority Description 		<p>Note: If a resignation letter is received by the Center, the letter will be sent to the NSSC either by attachment in WTTS, secure e-mail, secure fax, or mailed to the NSSC at:</p> <p>NASA Shared Services Center Bldg. 5100 Stennis Space Center, MS 39529</p>

SECTION 3 – PROCESS 2 – NSSC-INITIATED ACTIONS AND REQUIRED DOCUMENTATION

The NSSC will initiate and LGAP the following actions:

- Data Element Changes
- Corrections
- Change Actions

Note: Student Programs will be initiated and managed by the Center.

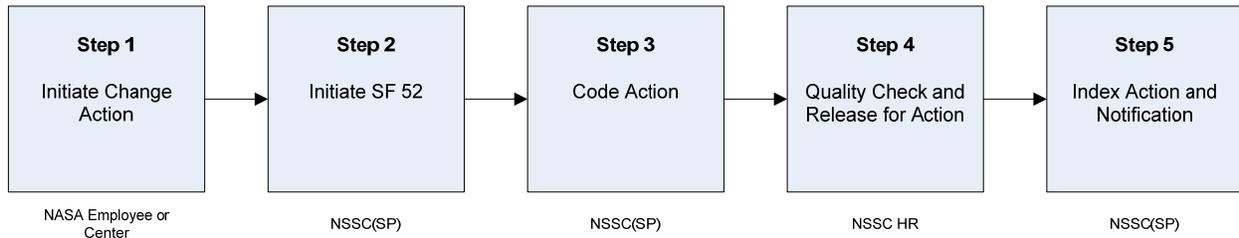


Figure 3-01. NSSC-initiated Actions Process Overview

Even though the NSSC will initiate and LGAP these actions, in some cases, the Center will still need to provide the NSSC with information. Use the chart in this section to determine the information needed and how the information should be transmitted to the NSSC.

Note: The Center HR Office will attach a Transmittal Sheet to original forms or certified true copies of back-up documents sent to NSSC. Refer to the NSSC Web site for the Transmittal Sheet.

Process 2 – NSSC-initiated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Data Element Changes			<p>The Center will advise employees to contact the NSSC concerning:</p> <ul style="list-style-type: none"> • Name Changes • Education Changes • Veterans Preference • Service Computation Date (SCD) <p>The employee or the Center HR Office will inform NSSC Service Provider (SP) by e-mail (nssc@nasa.gov), fax (1-866-779-6772), or mail with the subject line listing the particular NOA.</p>
Data Element Changes Requested by a NASA Center			<p>The Center HR Office will notify NSSC via e-mail (nssc@nasa.gov) of changes that need to be initiated. All changes must be submitted once per pay period, include an effective date, and use a single spreadsheet for all requested actions for that pay period.</p> <p>The Data Element Change spreadsheet template is located at: https://www.nssc.nasa.gov/portal/site/customerservice. Log into the Human Resources Community. Click the Personnel Action Processing tab. Under the References heading, click the Data Element Change Spreadsheet link. Refer to Attachment 1, Data Element Change Spreadsheet.</p>
Correction Actions			<p>NSSC will initiate a correction SF 52 upon finding the information on the SF 50 of a previous action is either missing or is incorrect. The Center HR Office may also notify the NSSC via e-mail (nssc@nasa.gov) of actions to be corrected.</p> <p>Note: If action required a correction that affects NOAC, Legal Authority, or pay, NSSC will notify the Center HR Point of Contact (POC).</p>

Process 2 – NSSC-initiated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Return to Duty Actions			Most Return to Duty (RTD) actions will be generated by FPPS; however, on occasion, employees will RTD or request an extension prior to the NTE date and therefore the RTD action has not yet been automatically generated by FPPS. In these cases, the Center initiates an extension or RTD action and forwards the action to the NSSC for processing.

SECTION 4 – PROCESS 3 – NSSC-EXPEDITED ACTIONS AND REQUIRED DOCUMENTATION

At times, actions will need to be processed in an expedited manner. While OHCM understands the need for expedited actions, this should be avoided as much as possible. These actions will also be LGAPed by the Center HR Office. Expedited Actions include the following:

- All SES Actions
- Adverse Actions
- Last Minute Terminations/Resignations
- Cancellations
- Retroactive Actions

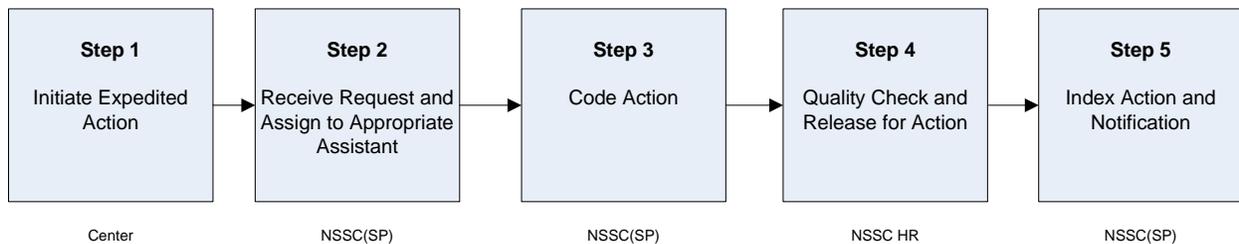


Figure 4-01. NSSC-expedited Actions Process Overview

Note: The Center HR Office initiates an SF 52, Request for Personnel Action, and notifies NSSC of the pending Expedited action by e-mail (nssc@nasa.gov) or fax (1-866-779-6772) with the subject line of **Expedited Actions**. The Center HR Office follows the same procedure as for Center-initiated actions, and in the **Notes** field of FPPS, explains the reason for the expedited action (e.g. SES action, Adverse action, etc.).

For those actions that NSSC receives or initiates an SF 52 in FPPS, the NSSC will determine if it is an Expedited Action based on the action type and the proposed effective date. Actions not deemed to be expedited will be processed based on the procedures for that action type.

Process 3 – NSSC-expedited Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
All SES Actions			The procedures are the same as for processing other similar actions (e.g., transfer), but will be processed in an expedited manner since it is for an SES employee.
Adverse Actions		<ul style="list-style-type: none"> • Name • SSN • Effective Date • NOAC • Legal Authority Code • Legal Authority Description • Pay Setting, if applicable 	<p>Adverse Actions include:</p> <ul style="list-style-type: none"> • Change to Lower Grade • Denial of Within Rate Increase • Suspensions and RTDs • Separations (Removals) <p>Any necessary documentation will be transmitted to the NSSC via WTTS; however, if the required documents cannot be attached in WTTS, they may be mailed to the NSSC or sent via secure fax or secure e-mail. This supporting documentation must be received by the NSSC before the action can be processed.</p>
Last Minute Terminations/Resignations			The procedures for this action type are the same as for other terminations and resignations, but will be processed in an expedited manner.
Cancellations			The procedures for this action type are the same as for other cancellations, but will be processed in an expedited manner.
Retroactive Actions			The procedures for this action type are the same as for other retroactive actions, but will be processed in an expedited manner.
Last Minute New Hires			The procedures for this action type are the same as for other new hires, but will be processed in an expedited manner.

SECTION 5 – PROCESS 4 – SYSTEM-GENERATED ACTIONS AND REQUIRED DOCUMENTATION

Some actions are automatically generated by FPPS. The NSSC will monitor and process these actions. System-generated Actions include the following:

- Within Range/Grade Increases (WRIs) (Note that WRI was previously known as Within Grade Increase (WGI).)
- Tenure Changes
- Return to Duty
- Terminations Relating to an NTE Action

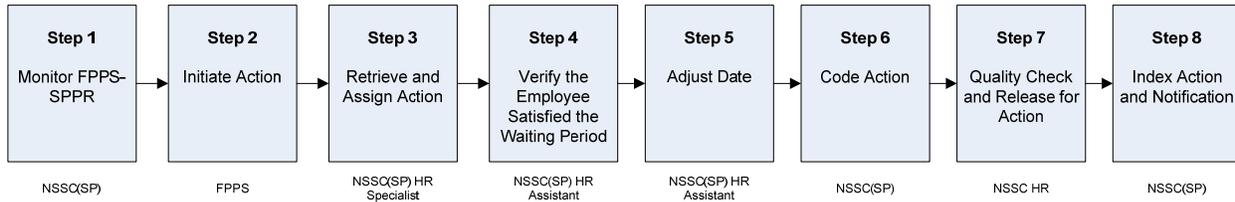


Figure 5-01. System-generated Actions Process Overview

Process 4 – System-generated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Within Range/Grade Increases			<p>The Center is responsible for monitoring the NTE report generated from Data Mart. If these actions should not be processed, the Center is responsible for notifying the NSSC prior to the effective date of the action. (The Center can notify the NSSC via phone, fax, e-mail, or mail.) If no notification is received from the Center, the NSSC automatically processes these actions.</p> <p>FPPS automatically generates a notification of the pending WRI. NSSC sends the notification to the first individual listed in the routing path at those Centers that have a Collective Bargaining Agreement (CBA) or HR Policy requirement. The individual may approve/disapprove the notification. If the action is approved, the WRI action is automatically generated for processing. If the WRI is disapproved, the denial is automatically generated but must be legally approved by the Center HR Office. If the notification is neither approved/disapproved, FPPS automatically generates the action and NSSC processes for the established effective date.</p> <p>If the WRI waiting period has not been satisfied, NSSC makes an Effective Date Adjustment in FPPS. NSSC also adjusts the date of last equivalent increase and the WRI weeks in FPPS.</p>
Tenure Changes			NSSC processes these actions unless otherwise notified by the Center.
Return to Duty			Most RTD actions will be generated by FPPS; however, on occasion, employees will RTD or request an extension prior to the NTE date and therefore the RTD action has not yet been automatically generated by FPPS. In these cases, the Center initiates an extension or RTD action and forwards the action to the NSSC for processing.

Process 4 – System-generated Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Terminations Relating to NTE Actions			NSSC processes these actions unless otherwise notified by the Center.

SECTION 6 – PROCESS 5 – REALIGNMENT/REORGANIZATION ACTIONS AND REQUIRED DOCUMENTATION

All Realignment/Reorganization action requirements are identified in this section.

Note: If employee will be promoted, reassigned, etc., the Center must submit these actions based on those specific processes.

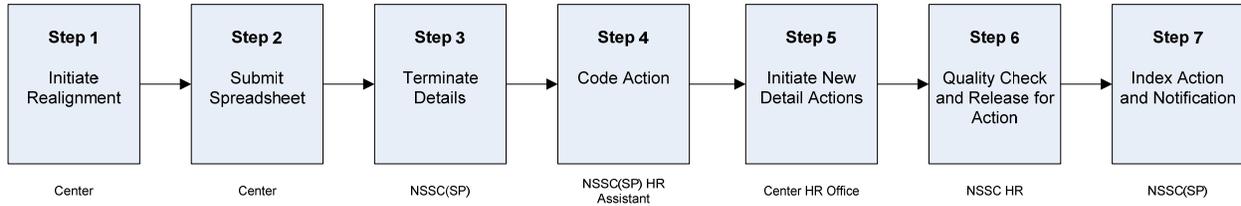


Figure 6-01. Realignment/Reorganization Actions Process Overview

Note: All realignments and reorganizations should be submitted using the Realignment/Reorganization spreadsheet template located at: <https://www.nssc.nasa.gov/portal/site/customerservice>. Log into the Human Resources Community. Click the **Personnel Action Processing** tab. Under the **References** heading, click the **Realignment/Reorganization Spreadsheet** link. Refer to Attachment 2, Realignment/Reorganization Spreadsheet.

Process 5 – Realignment/Reorganization Actions			
Type of Action	FPPS Requirements	WTTS Requirements	Notes / Comments / Special Instructions
Realignment/Reorganization			<p>After Competency Center approval to implement a Realignment/Reorganization, the Center HR Office will notify the NSSC of the Realignment/Reorganization through an e-mail to nssc@nasa.gov with the subject line of Realignment/Reorganization.</p> <p>The completed template spreadsheet must be sent to the NSSC no later than one full pay period in advance of the effective date. The Spreadsheet includes:</p> <ul style="list-style-type: none"> • List of impacted employees • List of old and new organization codes • Effective date of the Realignment/Reorganization • Legal Authority Code and Description • Other actions that are necessary to complete the realignment (e.g., Promotions) <p>Prior to processing the Realignment/Reorganization, the NSSC terminates all details before the effective date of the realignment. The Center submits a new detail action if employee is to continue on the detail after the Realignment/Reorganization.</p>

APPENDIX A – ACRONYMS AND ABBREVIATIONS

Acronyms that are used in this desk guide are identified upon first use in this document. Thereafter, the acronym is used. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

ACRONYM/ ABBREVIATION	MEANING
CBA	Collective Bargaining Agreement
COB	Close of Business
EOD	Entrance on Duty
eOPF	electronic Official Personnel Folder
FEGLI	Federal Employees' Group Life Insurance
FPPS	Federal Personnel Payroll System
GPPA	Guide to Processing Personnel Actions
HR	Human Resources
LGAP	Legally Approve
LWOP	Leave Without Pay
NASA	National Aeronautics and Space Administration
NOA	Nature of Action
NOAC	Nature of Action Code
NSSC	NASA Shared Services Center
NTE	Not to Exceed
OHCM	Office of Human Capital Management
OPM	Office of Personnel Management
PD	Position Description
POC	Point of Contact
RLUP	Release for Update
RTD	Return to Duty
SCD	Service Computation Date
SDG	Service Delivery Guide
SES	Senior Executive Service
SF	Standard Form
SP	Service Provider
SPO	Servicing Personnel Office
SSN	Social Security Number
TSP	Thrift Savings Plan
WGI	Within Grade Increase
WRI	Within Range/Grade Increase
WTTS	Workforce Transformation Tracking System

APPENDIX B – 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	002 – Correction
101 – Career-Cond Appt	292 – Return to Duty
107 – Emergency Appt	300 – 304 Retirements
108 – Term Appt NTE	350 – Death
115 – Appt NTE	352 – Termination Appt In
120 – Overseas Limited Appt	355 – Termination-Exp of Appt
122 – Overseas Limited Appt NTE	473 – LWOP US
124 – Appt Status Quo	713 – Change to Lower Grade (from promotion NTE)
130 – Transfer	732 – Termination of Detail
140 – Reinstatement Career	780 – Name change from
141 – Reinstatement Career-Cond	781 – Change in Work Schedule
142 – SES Career Appt	782 – Change in Hours
143 – Reinstatement SES Career	790 – Realignment
145 – Transfer SES Career	792 – Change in Duty Station
146 – SES Noncareer	800 – Change in Data Element
148 – SES LTD Term Appt NTE	810 – Change In Allow/Differential
170 – Excepted Appt	866 – Termination of Grade Retention
171 – Excepted Appt NTE	880 – Change in Tenure Group
190 – Provisional Appt NTE	881 – FEGLI Change
312 – Resignation-ILIA	882 – Change in SCD
317 – Resignation	883 – Change in Vet Pref for RIF
330 – Removal	888 – Denial of WGI
357 – Termination	890 – Misc Pay Adjustment
385 – Termination during Prob/Trial Period	891 – Reg Perf Pay
390 – Separation-Appt In	892 - Irreg Perf Pay
450 – Suspension NTE	892 – Per Based Pay Increase-Irreg Basis
452 – Suspension Indefinite	893 – Reg WRI
460 – LWOP NTE	894 – Pay Adj (Manual)
500 – Conv to Career Appt	901 – Change Functional Classifications
501 – Conv to Career Cond Appt	902 – Change Veterans Status
508 – Conv to Term Appt NTE	903 – Change Position Sensitivity
515 – Conv to Appt NTE	904 – Change Supervisory Status Code
540 – Conv to Reins-Career	921 – Termination of Detail
541 - Conv to Reins-Career Cond	924 – Chge Prev Ret Cov/Froz Svc/Crd Svc
542 – Conv to SES Career Appt	925 – Change in Duties
543 – Conv to Reins-SES Career Appt	929 – Change in Org Descriptions
546 – Conv to SES NonCareer	983 – Change Org Code and/or Posn Nn
548 – Conv SES Ltd Term Appt NTE	984 – Change in Pos Title/Number
570 – Conv to Except Appt	993 – Change Education Information
571 – Conv to Excepted Appt NTE	
702 – Promotion	
703 – Promotion NTE	

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
713 – Change to Lower Grade	
721 – Reassignment	
730 – Detail NTE	
731 – Extension of Detail NTE	
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	
773 – Extension of LWOP NTE	
815 – Recruitment Incentive	
816 – Relocation Incentive	
817 – Student Loan Repayment	
819 – Availability Pay	
826 – Redesignation Bonus	
827 – Retention Incentive	
919 – Detail NTE	
920 – Extension of Detail NTE	
930 – Cost of Living for Reemp Annt	
958 – Phys Compar Allow NTE	
959 - Physician Compar Allowance Stop	
995 – Change CAA-1 or 2	

ATTACHMENT 3 – 2008 DUE DATE SUBMISSION CHART

Actions must be submitted to the NSSC no later than COB the Friday before one full week prior to the effective date. The chart below reflects the actual calendar dates.

2008	
Scheduled Due Dates for Actions to be Submitted to NSSC	
PAY PERIOD AND/OR ACTION EFFECTIVE DATE	DATE SF 52 & BACK UP DOCUMENTATION MUST BE TO NSSC
01/20/08	01/11/08
02/03/08	01/25/08
02/17/08	02/08/08
03/02/08	02/22/08
03/16/08	03/07/08
03/30/08	03/21/08
04/13/08	04/04/08
04/27/08	04/18/08
05/11/08	05/02/08
05/25/08	05/16/08
06/08/08	05/30/08
06/22/08	06/13/08
07/06/08	06/27/08
07/20/08	07/11/08
08/03/08	07/25/08
08/17/08	08/08/08
08/31/08	08/22/08
09/14/08	09/05/08
09/28/08	09/19/08
10/12/08	10/03/08
10/26/08	10/17/08
11/09/08	10/31/08
11/23/08	11/14/08
12/07/08	11/28/08
12/21/08	12/12/08

ATTACHMENT 4 – NEW HIRE FORMS DISPOSITION

NEW HIRE FORMS DISPOSITION (Mandatory and Optional)						
Mandatory (M) Or Optional (O)	Form No. Or NA	Form Name or Description	Submitted By Employee Direct to NSSC	Submitted by Employee to Center and Center Forwards to NSSC	Original Employee Signature Required	Submitted by Center as supporting Documentation
M	NA	Application for Federal Employment or Resume				X
M		PD Cover Sheet				X
M	NA	SF52 (FPPS)				X
M		Offer Letter				X
M	SF61	Appointment Affidavit		X	X	
M	OF306	Declaration for Federal Employment		X	X	
M	SF1199A	Direct Deposit Sign Up Form	X		X	
M	W4	Employee's Withholding Certificate	X		X	

NEW HIRE FORMS DISPOSITION (Mandatory and Optional)						
Mandatory (M) Or Optional (O)	Form No. Or NA	Form Name or Description	Submitted By Employee Direct to NSSC	Submitted by Employee to Center and Center Forwards to NSSC	Original Employee Signature Required	Submitted by Center as supporting Documentation
M except for FL and TX residents		State Withholding Certificate	X		X	
M		Education Data Sheet	X			
M If military Service	NA	Ready Reserve, Standby Reserve, and Military Retirees	X			
M If military service	DD214	Armed Forces of the United States Report of Transfer or Discharge	X			
M If disabled veteran		VA Letter	X			
M If disabled veteran	SF15	Application for 10 point Veteran's <u>Pref</u>	X		X	
M	SF256	Self Identification of Handicap	X			

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M	SF181	Ethnicity and Race ID	X			
M	SF144	Statement of Prior Federal Service	X		X	
M to elect or decline coverage	SF2809	Employee Health Benefits Election Form	X		X	
M to elect or decline coverage	SF2817	Life Insurance Election	X		X	
O	TSP1	TSP Election Form	X		X	
O	SF1152	Designation of Beneficiary- Unpaid Compensation of Deceased Civilian Employee	X		X	

NEW HIRE FORMS DISPOSITION (Mandatory and Optional)						
Mandatory (M) Or Optional (O)	Form No. Or NA	Form Name or Description	Submitted By Employee Direct to NSSC	Submitted by Employee to Center and Center Forwards to NSSC	Original Employee Signature Required	Submitted by Center as supporting Documentation
O	SF3102	Designation of Beneficiary-FERS	X		X	
O	SF2808	Designation of Beneficiary CSRS			X Employee submits to OPM direct	
O	SF2823-	Designation of Beneficiary (FEGLI)	X		X	
O	TSP3	Designation of Beneficiary			Employee signs and submits to TSP direct either by mail or fax	

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