National Aeronautics and Space Administration

Understanding the Notification of Personnel Action Form SF-50

The SF-50, Notification of Personnel Action, is a written document used to document civilian Government service and benefits for Federal employees. It is your responsibility to review the SF-50 to verify the accuracy of the information and notify the NASA Shared Service Center (NSSC) immediately if you notice an error.

The SF-50 is one of the most important pieces of documentation a Federal employee will be required to provide in order to verify Federal service. Please retain a copy of all SF-50s with your other important documents. This guide is not all inclusive. The guide does not provide instructions for reviewing all blocks on your SF-50. As a new hire to the Federal government, this guide is to assist you with understanding the important blocks to review.

NOTIFICATION OF PERSONNEL ACTION

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth	4. Effective Date

FIRST ACTION

5-A. Code	5-B. Nature of Action

5-C. Code	5-D. Legal Authority

5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action

6-C. Code	6-D. Legal Authority

6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay

14. Name and Location of Position's Organization

15. TO: Position Title and Number

16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis

20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Pref for RIF
1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		YES NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	E - Exempt N - Nonexempt		

38. Duty Station Code	39. Duty Station *(City - County - State or Overseas Location)*

40. AGENCY DATA	41.	42.	43.	44.

45. Remarks

46. Employing Department or Agency	50. Signature/Authentication and Title of Approving Official

47. Agency Code	48. Personnel Office ID	49. Approval Date	

TURN OVER FOR IMPORTANT INFORMATION
5-Part

1 - Employee Copy - Keep for Future Reference

Block #1-3: **Name/Social Security Number/Date of Birth:** Verify the accuracy of this information.

Block #4: **Effective Date:** This block is the effective date of the specific action described in Block #5B.

Block #5B: **Nature of Action:** This block indicates the type of action being taken, such as appointment, reassignment, promotion, within-grade increase, separation, award, etc. Review the not to exceed (NTE) date if your position is not permanent.

Block #5D-F: **Legal Authority:** This block identifies the law, Executive Order, regulation, agency directive or instruction under which the personnel action is authorized. There may be one or two authorities listed depending on the type of appointment.

Block #6A-F: **Second Action:** These document a second action that may occur on the same date.

Block #7-14: **FROM: Position Title and Number, Pay Plan, Occ Code, Grade or Level, Step or Rate and Salary, Name and Location of Position's Organization:** These blocks will normally be blank on your initial (first) appointment SF-50. Future actions will show current position and pay information. The first set of numbers below the position title is the organizational code. The set of numbers is the Position Description (PD) number.

Block #15: **TO: Position Title and Number:** This is the position title and PD number of the new position. The first set of number below the position title is the organizational code. The second set of numbers is the PD number.

Block #16: **Pay Plan:** This block identifies the pay system under which the position is covered. e.g., GS/GM/ES.

Block #17: **Occupational Code:** This is the series code for the job title/position. Verify the accuracy of this information by comparing it to the series code on your PD.

Block #18-20: **Grade or Level, Step or Rate, Total Salary/Award:** Verify the accuracy of this information by comparing it to your job offer letter or other documentation you have received.

Block #21: **Pay Basis:** PA= Per Annum; PD= Per Day; PH= Per Hour

Block #22: This block shows the Agency Name and location of the position.

Block #23: **Veterans Preference:** If you are a veteran, verify the accuracy of this information. If your SF-50 does not reflect veteran status, provide a copy of your DD-214 (Member 4 copy) to the NSSC to verify preference.

Block #24: **Tenure:** This block indicates the status of your Federal Service.
  0   Indicates you are on a temporary time-limited appointment; appointment may be terminated at any time.
  1   (Competitive Services) Indicates you are a career employee. You have completed three years of qualifying services and have completed your initial probation period. (Excepted Service) Indicates you are on a permanent appointment.
  2   Indicates you are serving on a permanent position with less than three years of qualifying services and may also be serving an initial probation period.
  3   Indefinite- indicates you are on a term or time-limited appointment.

Block #26: **Veterans Preference for Reduction in Force (RIF):** This shows the employees preference for RIF purposes. Retired Military may receive preference if additional conditions are met. Non-retired former Military members will receive preference. Provide a copy of your DD-214 (Member 4 copy) to the NSSC to verify preference.

Block #27: **FEGLI:** This block indicates your life insurance elections. If you elected coverage, verify the accuracy of the coverage shown on your SF-2817 Life Insurance Election.

Block #28: **Annuitant Indicator:** This block identifies the status of a retiree (Retired Military Member or Reemployed Annuitant).

Block #29: **Pay Rate Determinant:** This block is reserved for individuals that receive special pay.

Block #30: **Retirement Plan:** This block identifies your retirement plan coverage. If you are covered under Federal Employees Retirement System (FERS), this code will be FERS & FICA, FERS-RAE & FICA or FERS-FRAE & FICA.

If you are covered under Civil Service Retirement System (CSRS), this code will be CSRS or FICA & CSRS. Employees on temporary appointment of one year or less are not eligible for retirement coverage and will have code FICA.

Block #31: **Service Computation Date (SCD):** If this is your initial (first) Federal appointment, the date is the same as your entrance on duty date. The date may be adjusted based on prior Federal and/or military service or creditable Non-Federal work experience. Provide proof of prior Federal or Military service to adjust the SCD. This date may differ from your Retirement SCD. This date is used to determine your leave accrual category.   Annual Leave accrual rates:
0-3 years' service earns 4 hours per Pay Period
4-15 years' service earns 6 hours per Pay Period
15+ years' service earns 8 hours per Pay Period

Block #32: **Work Schedule:** F= Full Time; P= Part Time; I= Intermittent

Block #33: **Part-Time Hours Per Bi-Weekly Pay Period:** If you work part-time, this block indicates the number of hours you are scheduled to work per bi-weekly pay period.

Block #34: **Position Occupied:** This block identifies the type of position.
1= Competitive Service; 2= Excepted Service; 3= SES General; 4= SES Career Reserved

Block #35: **FLSA Category (Federal Labor Standards Act):** This block indicates if your position is covered under FLSA. Exempt employees are not covered by the minimum wage and overtime law. Nonexempt employees ARE covered and entitled to overtime pay protections. Generally, managers, professionals and most administrative personnel above GS-07 are exempt from coverage.

Block #36: **Appropriation Code:** If complete, These numbers and letters coincide with the position duty location in Block 39.

Block #37: **Bargaining Unit Status (Labor/Unions):** If your position is not covered by a Bargaining Unit

your code is either 8888 or 7777. If your position is both eligible and a bargaining unit exists a different code will be used based upon the labor union in your area.

Block #38-39: **Duty Station (City-County-State or Overseas Location):** This is the duty station code and location of your position. Blocks 36, 38 & 39 all correlate with the location of the position.)

Block #41: This block indicates if an employee is a veteran as defined by 38 U.S.C. 101
N: Not a Vietnam-era veteran.
V: Vietnam-era veteran
B: Pre Vietnam-era veteran
P: Post-Vietnam-era veteran
X: Not a veteran.

Block #45: **Remarks:** This block provides significant facts that explain the action. Remarks vary according to your appointment, work history and benefits.

Block #46-48: These blocks show your employing Department or Agency, Agency Code and Personnel Office ID.

Block #49-50: These blocks show the action approval date and the Signature and Title of the Approving Official.

If you have any questions or need further assistance, please contact the NASA Shared Services Center (NSSC) at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Please send documents to the NSSC via fax, mail or e-mail:

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