

## Chapter 4. Requesting and Documenting Personnel Actions

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## Chapter 4. Requesting and Documenting Personnel Actions

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### 1. Coverage.

This chapter explains how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action.

### 2. Standard Form 52, Request for Personnel Action.

The Standard Form 52 is a single sheet version of the form that is used when the request will be hand-written or typed. The Standard Form 52-B is a continuous pinfeed version on which data can be computer-printed and is used when the request is prepared directly from the agency's personnel data system. As used in this **Guide**, "Standard Form 52" means both the Standard Form 52 and the Standard Form 52-B. A sample of the Standard Form 52 is reproduced on page 4-11 of this Chapter.

#### a. How the form is used.

(1) Supervisors and managers use the form to request

- position actions, such as the establishment of a new position or the reclassification of an existing position;
- employee actions, such as the appointment of an employee or the promotion of an employee; and
- actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the Notification of Personnel Action.

#### b. How to complete the Standard Form 52.

Follow the instructions in job aid **Instructions for Completing the Standard form 50 and For Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, when completing the Standard Form 52. Also use job aid, **Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52**, for completing those parts of the Standard Form 52 which contain data that is not recorded on the Standard Form 50.

### 3. Standard Form 50, Notification of Personnel Action.

The Standard Form 50 is used to document employment events. It is available in several versions. As used in this **Guide**, "Standard Form 50" means any version of the form. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the 5-part Standard Form 50 and

Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. A sample of the Standard Form 50 is reproduced on page 4-13 of this chapter.

**a. Use of the Standard Form 50.** A Standard Form 50 is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is *not* authorized for long-term Official Personnel Folder retention:

- Exception to Reduction in Force Release;
- Realignment;
- Recruitment Bonus;
- Relocation Bonus;
- Referral Bonus;
- Individual or Group Time Off Award;
- Foreign Language Award;
- Individual or Group Suggestion/Invention Award;
- Travel Savings Incentive Award;
- Individual or Group Cash Award; and
- Senior Executive Service Performance Award.

All other actions in this **Guide** are to be documented for long-term retention in the Official Personnel Folder. The Official Personnel Folder documentation should be

either:

- (1) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section >5<),
- (3) a list form of notice (see section >6<), or
- (4) one of the alternative forms of notice described for pay adjustments in Chapter 17.

**b. Additional copies of Notifications of Personnel Action.** Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a “pick-up Standard Form 50” to notify an agency that you have hired one of its employees or to comply with the requirements in Figure 3-4. Both the Standard Form 50 and Standard Form 50-B are available in a version with a “utility” copy that may be used to meet any special needs your agency may have.

#### 4. Completing the Standard Form 50.

**a. Employee Name.** (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and

bank accounts. A married female may elect to use her maiden name as her last name provided that she uses the same name on all employment and employment-related records. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

(2) The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr., etc.) [comma] [space]  
 FIRST NAME or INITIAL [space]  
 MIDDLE NAME(s) or initial(s) examples:

DOE, Jr., JOHN NMN  
 MARTIN, M. CATHERINE  
 O'REILLY, JOHN F.X.  
 MARTINEZ-SMITH, MARIA ELENA

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Record apostrophes and hyphens or spaces between double names only as used by the employee. Do not use titles, such as "Mr.," "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

**b. Effective Dates.** (1) Except as explained in Table 4-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an authentication, approved by the Office of Personnel Management, in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets

all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

(2) Unless otherwise indicated on the Notification of Personnel Action, separations and actions to terminate grade and pay retention are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.

(a) Follow instructions in Table 4-A to set dates in situations where approval of the appointing officer is required. Use job aid, **Comptroller General (CG) Decisions Concerning Effective Dates**, to identify Comptroller General decisions that address effective dates and how they are set in specific situations.

(b) Follow instructions in Table 4-B to set dates in those situations where prior approval of the appointing officer is not required.

**c. Approval of Personnel Actions.** (1) As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

(2) Under 5 U.S.C. 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then re-delegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

(3) The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

(4) Agencies must ensure that appointing authority (the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a serious responsibility that should not

routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information as to how these determinations were reached, cannot and should not be expected to decide whether the specific action meets legal and regulatory requirements.

#### **d. Instructions.**

(1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use section 6 to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in section 6 to prepare it.

(2) When the action is documented on a Standard Form 50, use the copied Standard Form 50 on page >4-11<, of this chapter, to identify the blocks on the form, and follow the instructions in job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, to complete the form. Explanations and definitions of codes used in the job aid are found in **The Guide to Personnel Data Standards**. Codes for legal authorities are also listed in that **Guide**. Where the instructions in this **Guide** direct you to enter a code on the Standard Form 50, only

the codes published in **The Guide to Personnel Data Standards** and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency *may not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms according to your agency’s instructions.

## 5. Exceptions to the Standard Form 50 and the Standard Form 52.

Federal Information Resources Management Regulation 101-11.203, “Standard and Optional Forms,” requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency’s Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

**OPM REPORTS AND FORMS MANAGER  
OFFICE OF THE CHIEF INFORMATION  
OFFICER  
U.S. OFFICE OF PERSONNEL  
MANAGEMENT  
WASHINGTON, DC 20415-7900.**

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

## 6. List Form of Notice.

**a. Use of list form.** When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

(1) the personnel action for a group of employees occurs on the same effective date; *AND*

(2) no change occurs in the type of the employee’s appointment, or in the employee’s position, grade, or pay; *AND*

(3) the same authority is used for the action taken on each employee.

**b. Actions for which a listing may be used:**

(1) Mass Transfer;  
 (2) 352 Termination—Appt in (agency)—*only* when separation is due to mass transfer; and

(3) **Changes.** The following actions may be documented by listings *only when the conditions in section >6a< are present:*

- 280 Placement in Pay Status—*only for seasonal employees* when the work season *begins*,
- 430 Placement in Nonpay Status—*only for seasonal employees* when the work season *ends*,
- 471 Furlough,
- 472 Furlough NTE,
- 760 Ext of Appt NTE,
- 765 Ext of Term Appt NTE,
- 766 Ext of O/S Ltd Appt NTE,
- 781 Chg in Work Schedule,
- 790 Realignment,
- 792 Chg in Duty Station,
- 800 Chg in Data Element, and
- 883 Chg in Vet Pref - RIF

**c. Format.** Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

**d. Privacy Act Requirements.** (1) Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.

(2) To delete personal information from the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee. To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

**e. Distribution.** Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

## 7. Notifying Employees of Personnel Actions.

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

**a. Standard Form 50.** The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).



**b. Agency Issuances.** For all other personnel actions, the agency may choose any method to notify employees as long as it meets the following conditions:

(1) The agency must send the notification to the employee. The agency has the obligation to inform its employees when a change has occurred in their conditions of employment. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been effected. Agencies must take an affirmative step to notify employees of all personnel actions as defined in this **Guide**.

(2) The notification must be capable of being printed. The notice may or may not be a paper document. If it is not, however, the employee must have the option of printing the notice.

(3) The notice must contain:

- the nature of action as defined in this **Guide**. The nature of action code is not required. For example, the notice of a pay change must describe the action as a “Pay Adjustment” but the nature of action code “894” may or may not be included at the agency’s option.
- the effective date.
- the not-to-exceed date if the action is temporary or time-limited.
- all remarks required by this **Guide**.
- the old and new values for any data changed by the action and normally shown on the Standard Form 50. For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.

- the employee’s full name.

(4) The notice must be an official issuance. It may be issued electronically or by paper document. Official notices may be agency forms, documents on agency letterhead, or other electronic or paper issuances showing the name and title of an agency official authorized to inform employees of personnel actions. For example, an agency form such as a leave and earning statement could be used to notify an employee of a within-grade increase.

**c. Summary of Options.** Agencies must use the Standard Form 50 to notify employees of accessions, conversions, separations, and corrections and cancellations of those actions. For all other actions, including corrections and cancellations of those actions, agencies may use any of the following methods to notify employees of personnel actions:

- Standard Form 50, or
- List form of notice, if the action is one of those identified in section 6, or
- A pay schedule or computer printout described in Chapter 17, if the action is a pay adjustment affecting a large number of employees, or
- An agency issuance that meets the conditions in b. above.

## **8. Data Collected on Race and National Origin and Identification of Handicap.**

**a. Need for data.** Data on race, national origin, and handicap, are collected only for use in aggregate statistical reports (for example, number of Hispanic employees

hired, number of American Indian employees serving in positions at certain grades). This data is generally entered into agency personnel systems when appointment information is entered for preparation of the Standard Form 50. The information is never entered on the Standard Form 50 or the Standard Form 52.

**b. Storing data.** Keep race, national origin, and handicap, data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to the Central Personnel Data File.

*Destroy race and national origin forms used to collect the data as soon as the data have been entered into the agency's system and*

*verified/corrected.* Until they are destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and in a secure location (for example, locked in a cabinet in a secured room). No other hardcopy records containing individually identifiable race and national origin data may be maintained. Forms used to collect handicap may be filed in the Employee Medical Folder. **NEVER** file forms identifying race, national origin, or handicap, in an Official Personnel Folder, and **NEVER** file in an Official Personnel Folder any document on which employee's race, national origin, or handicap appear.

## REQUEST FOR PERSONNEL ACTION

**PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)**

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

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

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

**7. FROM: Position Title and Number** **15. TO: Position Title and Number**

8. Pay Plan	9. Code	10. Grade or Level	11. Step or Rate	12. Job Salary	13. Pay Basis	16. Pay Plan	17. Occ Code	18. Grade or Level	19. Step or Rate	20. Total Salary	21. Pay Basis	
12A. Basic Pay	12B. Locality Adj.	12C. Ad. Basic Pay	12D. Other Pay	20. Basic Pay	20B. Locality Adj.	20C. Ad. Basic Pay	20D. Other Pay					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization						

**EMPLOYEE DATA**

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	28. Annuitant Indicator <input type="checkbox"/>	29. Pay Rate Determinant <input type="checkbox"/>	
30. Retirement Plan <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>	32. Work Schedule <input type="checkbox"/>	33. Part-Time Hours Per Biweekly Pay Period <input type="checkbox"/>

**POSITION DATA**

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code <input type="checkbox"/>	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code <input type="checkbox"/>	39. Duty Station (City - County - State or Overseas Location) <input type="checkbox"/>		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
			50. Veterans Status <input type="checkbox"/>	51. Supervisory Status <input type="checkbox"/>

**PART C - Reviews and Approvals (Not to be used by requesting office.)**

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature		Approval Date
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**PART D - Remarks by Requesting Office**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

**PART E - Employee Resignation/Retirement**

**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code, Section 501 and 5301 and the OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalization. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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**PART F - Remarks for SF 50**

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION				SECOND ACTION			
5-A. Code	5-B. Nature of Action			6-A. Code	6-B. Nature of Action		
5-C. Code	5-D. Legal Authority			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number					15. TO: Position Title and Number						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay			
14. Name and Location of Position's Organization					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		<input type="checkbox"/> YES <input type="checkbox"/> 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			

# NOTICE TO EMPLOYEE

**This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.**

## The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

## Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

## Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

## Block 26 - Veterans Preference to RIF

- Indicates whether you have preference for reduction-in-force purposes.

## Block 30 - Retirement Plan

- **FICA** - Social Security System
- **CS** - Civil Service Retirement System
- **CS-Spec** - Civil Service Retirement System for law enforcement and firefighter personnel
- **FS** - Foreign Service Retirement and Disability System
- **FERS** - Federal Employees' Retirement System
- **FERS-Reserve Tech** - Federal Employees' Retirement System for National Guard Reserve Technicians
- **FERS-ATC** - Federal Employees' Retirement System for Air Traffic Controllers
- **FERS-Spec** - Federal Employees' Retirement System for law enforcement and firefighter personnel
- **FSPS** - Foreign Service Pension System

## Block 31 - Service computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will

## Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed. Full-Time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not. Seasonal employees work on an annually recurring bases for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season. On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

## Block 33 - Part-time Hours Per Biweekly Pay Period

Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

## Block 34 - Position Occupied

Identifies the employment system under which you are serving -- the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).

The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you have Federal service.

## Block 35 - FLSA Category

Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees **are** covered.

## Block 37 - Bargaining Unit Status

Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

## Block 38 and 39 - Duty Station

Identifies the city, county, and state or the overseas location, where you actually work.

## OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can elect to have your dues withheld from your salary.
- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

**It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.**

**Job Aid**

**Comptroller General (CG) Decisions Concerning Effective Dates**

Prior to the establishment of the Office of Personnel Management’s Claims Adjudication Unit (see 5 CFR 178.101), claims involving Federal employees’ compensation were adjudicated by the General Accounting Office. Listed below are decisions issued that affect the setting of effective dates for personnel actions.

Prior approval  
for appointment **>18CG907< and 20CG267**

Prior approval for  
promotion . . . . . **3CG559 and 9CG20**

Oath of office to be taken  
before an employee can be paid . . **21CG817**

Compensation for services rendered prior to  
appointment . . . . . **8CG582 and 20CG267**

Holiday pay when conversion  
action is involved . . . . . **>30CG344<**

Compensation for service during an interval  
between appointments . . . . . **17CG323**

Move to another agency . . . . . **34CG428**

Transfers where travel and  
transportation expenses  
are concerned . . . . . **26CG862**

Relation of effective date to  
entry on duty date **24CG150 and 45CG660**

Promotion that follows a detail . . **24CG563**

Salary change resulting from  
allocation or reallocation  
of a position . . . . . **30CG156**

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52****Purpose**

When the personnel action is documented on a Standard Form 50, Notification of Personnel Action, use this job aid to complete the form. Explanations and definitions of codes used in this job aid are found in [The Guide to Personnel Data Standards](#). This job aid also provides guidance for completing sections of the Standard Form 52, Request for Personnel Action.

With the exception of a Senior Executive Service Rank Award or a Separation Incentive, an SF-50 is not required to document awards and bonuses, nor is it required for actions in the 9xx series. If, however, you elect to use an SF-50 to document these actions, follow your agency's instructions in preparing the SF-50.

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
1 Name	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly.</p> <p><b>b.</b> When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title.</p> <p><b>c.</b> In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.</p>
2 Social Security Number	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered employee's SSN, enter the SSN shown on the employee's application/resume or the Official Personnel Folder.</p>

*Continued on next page*



**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
2 Social Security Number, continued	Complete on all actions.	<p><b>b.</b> A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below:</p> <p>American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island);</p> <p>Canton and Enderbury Islands;</p> <p>Commonwealth of Puerto Rico;</p> <p>Guam;</p> <p>Howland, Baker, and Jarvis Islands;</p> <p>Johnston or Cornwallis Island, and Sand Island;</p> <p>Kingman Reef;</p> <p>Swan Islands;</p> <p>Virgin Islands of the United States;</p> <p>Wake Island;</p> <p>Midway Islands;</p> <p>Navassa Island;</p> <p>Palmyra Island;</p> <p>Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and</p> <p>Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p><b>c. When employee does not have a social security number.</b> If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the 4-digit Personnel Office Identifier number assigned by the Office of</p>

*Continued on next page*

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
2 Social Security Number, continued	Complete on all actions.	<p>Personnel Management; then assign the four sequential digits, the following controls must be maintained: <b>(1) Uniqueness.</b> Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.</p> <p><b>(2) Correction.</b> When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to the Central Personnel Data File), a correction is required. Follow the instructions in <a href="#">The Guide to the Central Personnel Data File Reporting Requirements</a> for preparing corrections for the Central Personnel Data File. Note that for the Central Personnel Data File, a complete correction action is required for each action processed with the pseudo number.</p> <p><b>d. Multiple Appointments.</b> If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—"Concurrent employment (identify position or agency unit where concurrently employed)."</p> <p><b>e. To obtain a valid Social Security Number,</b> the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.</p> <p><b>f. Corrections.</b> See Chapter 32 for instructions.</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
3 Date of Birth	Complete on all actions.	When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, "01-03-40" or "01-03-1940."
4 Effective Date	Complete on all actions.	Enter date in month-day-year order, for example, "10-01-98" or "10-01-1998" (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)
5-A Code	Complete on all actions.	Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter "002;" when it is a cancellation, enter "001."
5-B Nature of Action		Enter the nature of action for the code shown in block 5-A.
5-C Code	Complete on all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-D Legal Authority		Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-E Code	Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.	Enter code for the second authority.
5-F Legal Authority		Enter second authority.

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
6-A	Code	Complete when a second action, with the same effective date, is processed on the same Standard Form 50.	Enter the code required by the chapter that explains how to process the action.  When the Standard Form 50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same Standard Form 50 and both are being corrected or canceled, process a separate Standard Form 50 to cancel or correct each one.
6-B	Nature of Action		
6-C	Code	<b>a.</b> Leave blank when code & nature of action shown in blocks 6-A and 6-B are: <b>(1)</b> 350/Death, or <b>(2)</b> 355/Termination-Exp of Appt. <b>b.</b> Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation. <b>c.</b> Complete on all other actions when blocks 6-A and 6-B are completed.	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.
6-D	Legal Authority		Enter primary authority for the nature of action shown in blocks 6-A and 6-B.
6-E	Code	Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.	If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.
6-F	Legal Authority		If a second authority is required for the nature of action shown in blocks 6-A and 6-B, enter it here.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
7 FROM: Position Title and Number	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status, and</p> <p>(3) any other action that moves the employee to another position.</p>	Enter position title and number shown in “To” portion of employee’s last Notification of Personnel Action.
8 Pay Plan	<p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter the pay plan and occupational code shown in “To” portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is “085” would be entered as “0085.”) Note: the occupational code must be entered for all pay plans, including “AD,” “ES,” and “EX.” When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9 Occupational code		
10 Grade or Level		<p>Enter grade or level shown in the “To” portion of employee's last Notification of Personnel Action:</p> <p><b>a.</b> Enter “00” if employee is in the Senior Executive Service (SES).</p> <p><b>b.</b> If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example “9” or (“09”). If the position has no grade or level, enter two zeros (“00”).</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <i>not</i> the grade they are retaining for pay and benefit purposes.</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
11 Step or Rate	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status, and</li> <li>(3) any other action that moves employee to a different grade, step or rate.</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter step or rate for employee's current salary:</p> <p><b>a.</b> When the employee is in the Senior Executive Service, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, 06).</p> <p><b>b.</b> For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block 8 is not "ES."</p> <p><b>c.</b> Enter "00" for:</p> <ul style="list-style-type: none"> <li>(1) employees in pay plan "GM;" and</li> <li>(2) employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade.</li> </ul> <p><b>d.</b> When grade or pay retention are not involved and the employee is in the Competitive or Excepted Service, enter the appropriate step or rate within the grade or level, for example, "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</p>
12 Total Salary	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status,</li> <li>(3) any other action that moves employees to a different salary,</li> <li>(4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and</li> <li>(5) any action that terminates availability pay (Nature of Action 819).</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p>Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in <b>a.</b> below, this is the pay basis for the pay plan in block 8.</p> <p><b>a.</b> When employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per annum basis. To convert per hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per hour rate, divide annual rate by 2087.</p>

Continued on next page

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
12 Total Salary, continued	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status,</li> <li>(3) any other action that moves employees to a different salary,</li> <li>(4) any action that grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and</li> <li>(5) any action that terminates availability pay (Nature of Action 819).</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p><b>b.</b> If employment is without pay, enter six zeros ("000000").</p> <p><b>c.</b> On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%."</p> <p><b>d.</b> On actions that terminate availability pay, enter dollar amount employee has been receiving.</p>
12A Basic Pay	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations;</li> <li>(2) actions that place employee in nonpay status; and</li> <li>(3) any action that changes employee's salary, or</li> <li>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter the employee's salary, excluding allowances, adjustments, and differentials.</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
12B	Locality Adjustment	<b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).	Enter the difference between the adjusted basic pay (block 12C) minus the basic pay (block 12A.) If employee is not entitled to a locality payment, leave blank.
12C	Adjusted Basic Pay	<b>b.</b> Complete on:	Enter the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.
12D	Other Pay	<p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any action that changes employee's salary, or</p> <p>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</p> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p><b>a.</b> Enter the difference between total salary (block 12) and adjusted basic pay (block 12C).</p> <p><b>b.</b> Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, retention allowance, or supervisory differential.</p> <p><b>c.</b> Explain any <i>other</i> allowances/ differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks.</p> <p><b>d.</b> All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 12 or 12D.</p>
13	Pay Basis	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).</p> <p><b>b.</b> Complete on all other actions for which block 12 is completed.</p>	Enter appropriate code for basis on which employee is currently being paid. Use <a href="#">The Guide to Personnel Data Standards</a> to select the code. Pay basis must agree with the way in which the total salary is shown in block 12; for example, if annual amount is shown in block 12, then "pa" must be entered in block 13. Note: pay basis "sy" is to be used only for teachers/educators.



**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
14 Name and Location of Position's Organization	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).</p> <p><b>b.</b> Complete on:</p> <p style="padding-left: 20px;"><b>(1)</b> separations;</p> <p style="padding-left: 20px;"><b>(2)</b> actions that place employee in nonpay status; and</p> <p style="padding-left: 20px;"><b>(3)</b> any other action that moves employee to a different office.</p> <p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>a.</b> Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action.</p> <p><b>b.</b> On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."</p>
15 TO: Position Title and Number	<p><b>a.</b> Leave blank on actions that:</p> <p style="padding-left: 20px;"><b>(1)</b> place employee in nonpay status,</p> <p style="padding-left: 20px;"><b>(2)</b> separations, and</p> <p style="padding-left: 20px;"><b>(3)</b> separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	Enter position title and number shown on the position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter title and number of position employee actually occupies, <i>not</i> of the position whose grade the employee is retaining for pay and benefit purposes.
16 Pay Plan	<p><b>a.</b> Leave blank on:</p> <p style="padding-left: 20px;"><b>(1)</b> actions that grant Senior Executive Service rank awards and separation incentives (Natures of Action 878 and 825).</p> <p style="padding-left: 20px;"><b>(2)</b> separations,</p> <p style="padding-left: 20px;"><b>(3)</b> actions that place employee in nonpay status.</p> <p><b>b.</b> Complete on all other actions.</p>	<p><b>a.</b> Enter the pay plan and occupational code shown on the position description. Note: The occupational code must be entered for <i>all</i> pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.</p> <p><b>b.</b> When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies, <i>not</i> the position upon which the grade retention entitlement is based.</p> <p><b>c.</b> If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085," would be entered as "0085."</p>
17 Occupational Code		

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
18 Grade or Level	<p><b>a.</b> Leave blank on actions that document separation incentives and Senior Executive Service rank awards (Natures of Action 825 and 878).</p> <p><b>b.</b> Leave blank on separations and actions that place employee in nonpay status.</p> <p><b>c.</b> Complete on all other actions.</p>	<p><b>a.</b> Enter “00” if employee is in the Senior Executive Service.</p> <p><b>b.</b> If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, “03,” or “12.” If the position has no grade or level, enter two zeros (“00”).</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade he or she is retaining for pay and benefits purposes.</p>
19 Step or Rate		<p>Enter code for step or rate at which employee will be paid.</p> <p><b>a.</b> When action places or continues employee's placement in a Senior Executive Service position, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, or 06).</p> <p><b>b.</b> For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (the rate for pay plan “ES”) at which the employee will be paid (01, 02, 03, 04, 05, or 06) even though the pay plan in block 16 is not “ES.”</p> <p><b>c.</b> Enter “00” for:</p> <ol style="list-style-type: none"> <li>(1) employees in pay plan “GM;”</li> <li>(2) employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and</li> <li>(3) employees whose pay plans have no steps (for example, ST and SL).</li> </ol> <p><b>d.</b> When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p><b>e.</b> When grade retention is not involved and the employee is in the competitive or excepted service (except for persons described in <b>b</b> above), enter the appropriate step or rate within the grade or level, for example “1” (or “01”). If the position has only one basic pay rate, enter two zeros (“00”).</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
20 Total Salary/Award	Complete on all actions except separations and actions that place employee in nonpay status.	<p><b>a.</b> For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, “10%”). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter “00%.”</p> <p><b>b.</b> For an 819/Availability Pay action that <b>grants</b> availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that <b>terminates</b> availability pay, enter “0.”</p> <p><b>c.</b> For actions other than administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in <b>d.</b> below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is “GS” or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p><b>d.</b> When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p><b>e.</b> When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12.</p> <p><b>f.</b> If action is a separation incentive, enter the dollar amount of the separation incentive.</p> <p><b>g.</b> If action is a Senior Executive Service rank award, enter the dollar amount of the award.</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
20A Basic Pay	a. Leave blank on: (1) actions that document	Enter the employee's salary, excluding allowances, adjustments, and differentials.
20B Locality Adjustment	administratively uncontrollable overtime pay, availability pay, separation incentives, and Senior Executive Service rank awards. (Natures of Action 818, 819, 825, and 878)	Enter the difference between the adjusted basic pay minus the basic pay. If employee is not entitled to locality payment or interim geographic payment, leave blank.
20C Adjusted Basic Pay	(2) separations; and	Enter the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.
20D Other Pay	(3) actions that place employee in nonpay status; b. Complete on any action that changes employee's salary. c. Completion is optional for other actions; follow your agency's instructions.	a. Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). b. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, retention allowance, or supervisory differential. c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21 Pay Basis	a. Leave blank on actions that document, administratively uncontrollable overtime pay, Senior Executive Service rank awards, and separation incentives (Natures of Action, 818, 825, and 878). b. Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use <a href="#">The Guide to Personnel Data Standards</a> to select appropriate code.  Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
22 Name and Location of Position's Organization	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.</p> <p><b>a.</b> Enter organization name as it is shown on the position description.</p> <p><b>b.</b> In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p><b>c.</b> For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23 Veterans' Preference	<p><b>a.</b> Complete on appointments, conversions to appointments, actions that change veterans' preference (883) and separations.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use <a href="#">The Guide to Personnel Data Standards</a> to select the appropriate code.</p>
24 Tenure	<p><b>a.</b> Completion is optional on pay change actions; follow your agency's instructions.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined in <a href="#">The Guide to Personnel Data Standards</a>, enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.</p>

*Continued on next page*

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

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<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
25 Agency Use	Complete when required by your agency.	Follow your agency's instructions.

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## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
26 Veterans' Preference for Reduction in Force	Complete on all actions on which block 23 is completed.	a. For employees to whom preference for reduction in force does not apply, enter "X" in "No" block. (Veterans' preference for reduction in force does not apply to Senior Executive Service appointees, to excepted service Schedule C appointees, or to those excepted service appointees who are appointed by the President subject to Senate confirmation.)
27 Federal Employees Group Life Insurance	<p><b>a.</b> Complete on:</p> <p>(1) appointments, and conversions to appointments,</p> <p>(2) placements in nonpay status and return-to-duty actions,</p> <p>(3) 881/FEGLI Chg actions,</p> <p>(4) separations, and</p> <p>(5) all actions for which block 12 or 20 shows salary.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter appropriate code and definition (for example, "C0-Basic only"). Codes and definitions are listed in <a href="#">The Guide to Personnel Data Standards</a> .

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
28 Annuitant Indicator	<p><b>a.</b> Complete on:</p> <p>(1) appointments,  (2) conversions to appointments,  (3) separations,  (4) any action that results in a change in the code shown in this block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter appropriate code and title; follow descriptions in Table 4-D or <a href="#">The Guide to Personnel Data Standards</a> to select the code.
29 Pay Rate Determinant	<p><b>a.</b> Complete on all actions on which block 20 shows salary.</p> <p><b>b.</b> Leave blank on actions that document administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives (Natures of Action 818, 878, and 825).</p>	Use Table 4-C or <a href="#">The Guide to Personnel Data Standards</a> to select the code that best describes any special factors used in determining employee's rate of basic pay.
30 Retirement Plan	<p><b>a.</b> Complete on:</p> <p>(1) appointments,  (2) conversions to appointments,  (3) separations, and  (4) any action that results in a change in the code shown in that block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>a.</b> Use <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> to determine who is covered under Old Age Survivor and Disability Insurance tax (FICA) and to determine who is covered under the Civil Service Retirement System or the Federal Employees Retirement System.</p>

*Continued on next page*



**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
30 Retirement Plan, continued		<b>b.</b> Use <b>The Guide to Personnel Data Standards</b> to select the appropriate code and definition.
31 Service Computation Date (Leave)	<p><b>a.</b> Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that result in a change to the service computation date for leave accrual.</p> <p><b>b.</b> Completion on other actions is optional; follow your agency's instructions.</p>	Enter month-day-year, for example, "05-18-81" or "05-18-1981." (See Chapter 6 for instructions in computing the service computation date for leave accrual.)

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
32 Work Schedule	<p><b>a.</b> Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations,</p> <p>(3) pay change actions,</p> <p>(4) actions that move employee into and out of pay status, and</p> <p>(5) 781/Chg in Work Schedule actions.</p> <p><b>b.</b> Completion on other actions is optional; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code and definition.
33 Part-Time Hours per Biweekly Pay Period	<p><b>a.</b> Complete when block 32 shows work schedule is part-time.</p> <p><b>b.</b> Leave blank on all other actions.</p>	Self explanatory.
34 Position Occupied	<p><b>a.</b> Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
35 Fair Labor Standards Act Category (FLSA)	<p><b>a.</b> Complete on:</p> <p>(1) appointments,  (2) conversions to appointments,  (3) separations, and  (4) any action that moves employee to another position or results in a change in the code shown in that block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code.
36 Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37 Bargaining Unit Status	<p><b>a.</b> Must be completed on:</p> <p>(1) appointments,  (2) conversions to appointments,  (3) separations, and  (4) any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</p> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.)</p> <p><b>a.</b> When employee is eligible for and represented in a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Employee and Labor Relations publication <i>Union Recognition in the Federal Government</i>. If the unit is not listed, contact the Office of Personnel Management's Center for Partnership &amp; Labor-Management Relations to obtain a number for it.</p> <p><b>b.</b> When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.</p> <p><b>c.</b> When employee is ineligible for inclusion in a bargaining unit, enter "8888."</p> <p><b>d.</b> Consult with the agency or installation labor relations officer for further assistance.</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
38 Duty Station Code	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments and conversions to appointments,</li> <li>(2) separations, and</li> <li>(3) any action that moves employee to a new duty station.</li> </ul> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Enter code [State(or country)/city/county] for location shown in block 39. To locate the most recent list of codes, see the Duty Station File that is available for download at <a href="http://www.opm.gov/feddata/guidance.htm">www.opm.gov/feddata/guidance.htm</a>.</p> <p><b>a.</b> When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code.</p> <p><b>b.</b> When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.</p>
39 Duty Station		<p>Enter location of employee's official duty station:</p> <p><b>a.</b> When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate.</p> <p><b>b.</b> When duty station is in a foreign country, enter city and country.</p>
40 Agency Data - 44	Complete when required by your agency.	Follow your agency's instructions.
45 Remarks (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>a.</b> When action is a resignation/retirement, be sure to ask the employee to provide a reason, an effective date, and a forwarding address. Part E of the Standard Form 52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter or E-mail, for example), check to be sure it contains the information in Part E.</p>

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## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
45 Remarks, continued (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>b.</b> Limit the length of remarks to the space provided in block 45.</p> <p>(1) When employee's reason for resignation/retirement or the agency's finding are so lengthy that they will not fit in block 45, summarize them on the Standard Form 50. (The reason or finding will remain a matter of record because the resignation is a document required for long-term retention in the Official Personnel Folder.)</p> <p>(2) On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second Standard Form 50. In these cases:</p> <ul style="list-style-type: none"> <li>— the last entry in block 45 of the first Standard Form 50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:";</li> <li>— entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first Standard Form 50; and</li> <li>— copies of <i>both</i> Standard Form 50's must be placed in the Official Personnel Folder.</li> </ul>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
46    Employing Department or Agency	Complete on all actions.	List Agency (and subelement)—see <a href="#">The Guide to Personnel Data Standards</a> .
47    Agency Code	Complete on all actions.	Enter code from <a href="#">The Guide to Personnel Data Standards</a> .
48    Personnel Office Identifier	Complete on all actions	Enter the Personnel Office Identifier (POI) number assigned by the Office of Personnel Management to the servicing personnel office.
49    Approval Date	Complete on all actions	<p><b>a.</b> Except as explained in Table 4-B of this chapter, an action may not have an effective date that is earlier than the date on which it was approved (block 49).</p> <p><b>b.</b> Enter the date the appointing officer (the person who has delegated appointing authority) approved the action by signing and dating block C-2 of the Standard Form 52. If there is no Standard Form 52 or if the Standard Form 52 is not signed (either with a pen-and-ink signature or by an electronic authentication approved by the Office of Personnel Management) by the approving official prior to the effective date, enter the date on which the appointing officer actually signs the Standard Form 50. With few exceptions, this must be on or before the effective date</p>
50    (Part C of the Standard Form 52) Signature/Authentication and Title of Approving Official	Complete on all actions.	<p><b>a.</b> Enter title of approving official, the person to whom appointment authority has been delegated, for example, “Chief, Technical Services Division,” or “Chief, Personnel Division.” If a Standard Form 52 was used to approve the action, this will be the title of the person who signed block C-2 of the Standard Form 52.</p> <p><b>b.</b> For an action to be approved, there must be a signature either in block C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. The signature may be either a pen-and-ink one or an electronic authentication approved by the Office of Personnel Management.</p> <p><b>c.</b> If a Standard Form 52 is not used for the action or does not carry one of these two forms of signature, then the Standard Form 50 must be signed personally in pen and ink by the approving official or have an electronic authentication approved by the Office of Personnel Management.</p> <p><b>d.</b> If there is a Standard Form 52 signed in pen and ink or by an electronic authentication that satisfies the Office of Personnel Management’s requirements, then the approving official’s name may be signed, printed, stamped, or spelled out in punched holes.</p>

**Page 4-40 is blank.**

## Job Aid

### Instructions for Completing Parts A, B, and D of the Standard Form 52

#### Part A

When completing Part A of the Standard Form 52, Request for Personnel Action, follow your agency's instructions.

#### Part B

Follow the instructions below when completing Part B (blocks 40-51) of the Standard Form 52.

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
40 - 44	Follow your agency's instructions.	
45 Educational Level	<p><b>a.</b> Complete for employees in the Senior Executive Service and in Tenure Groups 1 and 2 of the competitive and excepted service. For these employees, enter on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations,</li> <li>(4) any action that results in a change to the code shown in that block.</li> </ul> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Review employee's most recent application/resume to determine employee's level of education. Use <a href="#">The Guide to Personnel Data Standards</a> to select the appropriate code.
46 Year Degree Attained (Year Degree or Certificate Attained)	<p><b>a.</b> Complete when education level shown in block 45 indicates completion of:</p> <ul style="list-style-type: none"> <li>(1) a terminal occupational program (code 06),</li> <li>(2) an Associate degree (code 10), or</li> <li>(3) a Bachelor's or higher degree (code 13 or higher).</li> </ul> <p><b>b.</b> Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	Review employee's most recent application/resume to determine the year the employee attained the degree or certificate reflected in block 45. Enter the year (for example, "1980" or "80").

**Job Aid****Instructions for Completing Parts A, B, and D of the Standard Form 52,  
continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
47 Academic Discipline (Instructional Program)	<p><b>a.</b> Complete when education level shown in block 45 indicates completion of:</p> <p style="padding-left: 20px;"><b>(1)</b> a terminal occupational program (code 06),</p> <p style="padding-left: 20px;"><b>(2)</b> an Associate degree (code 10), or</p> <p style="padding-left: 20px;"><b>(3)</b> a Bachelor's or higher degree (code 13 or higher).</p> <p><b>b.</b> Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	Review employee's most recent application/resume to identify employee's academic major or concentration. Use <b>The Guide to Personnel Data Standards</b> to select appropriate six-digit code.
48 Functional Class	Complete when block 17 is completed.	Use <b>The Guide to Personnel Data Standards</b> to select appropriate code. When employee is in an occupational series for which a functional classification code has not been established, enter "00."
49 Citizenship	<p><b>a.</b> Complete on:</p> <p style="padding-left: 20px;"><b>(1)</b> appointments,</p> <p style="padding-left: 20px;"><b>(2)</b> conversions to appointments, and</p> <p style="padding-left: 20px;"><b>(3)</b> separations.</p> <p><b>b.</b> Completion is optional for other actions; follow your agency's instructions.</p>	Enter appropriate code: 1 = U.S. Citizen (or U.S. National), or 8 = Other.



**Job Aid****Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
50 Veterans' Status	<p><b>a.</b> Complete on:</p> <p>(1) appointments, and</p> <p>(2) conversions to appointments.</p> <p><b>b.</b> Completion is optional for other actions; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> enter appropriate code and definition.
51 Supervisory Status	<p><b>a.</b> Must be completed for Senior Executive Service employees and for employees in Tenure Groups 1 and 2 of the competitive and excepted service. For those employees, complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that moves employee to another position or results in a change to employee's supervisory status.</p> <p><b>b.</b> Completion is optional for other actions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> for the codes and definitions. Select and enter the appropriate code. If code is not on the position description, ask the Position Classifier for it.

**Job Aid****Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

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**Part D - Remarks by Requesting Office**

Leave Part D blank for resignations and retirements. Information that a supervisor has concerning an employee's reason for resignation or retirement must be noted on a separate sheet (*NOT* on the Standard Form 52). It may be retained in the personnel office, in a "subject file," for 2 years from the effective date of the action in case it is needed for unemployment compensation purposes. The sheet may not be filed in the Official Personnel Folder.

Completion is optional for other actions.

**Job Aid****Instructions for Preparing a List Form of Notice**

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When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Standard Form 50s, Notification of Personnel Action. List forms of notice may be used only with those natures of action listed in section 5 of this chapter.

The information below must be shown on each page of a listing when used instead of individual Standard Form 50s, Notification of Personnel Action. An agency may show additional information on the listing if necessary to meet the requirements of its data system, but *none* of the information discussed below may be omitted.

**Heading**


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State in the top center of each page: Personnel Action Listing  
(Approved Standard Form 50 Exception)

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**Action**

Following the heading, list in this order:

Nature of Action and Code:

Effective Date:

Authority and Code:

(Refer to the proper chapter in this **Guide** to select the correct Nature of Action and Authority.)

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**Changed Data**

After identifying the personnel action, enter the appropriate “from” and “to” data.

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*Continued on next page*

**Job Aid****Instructions for Preparing a List Form of Notice, continued**


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<b>Remarks</b>	<p>Enter for all Natures of Action except 352, 430, and 280:</p> <p style="text-align: center;"><i>Type of appointment, position, grade, and salary remain unchanged.</i></p> <p>Enter any other appropriate remarks as determined by the proper chapter of this <b>Guide</b> for the personnel action being documented.</p>
<b>Name</b>	<p>List the name of each employee affected. Give the name as it appears on the last Standard Form 50, Notification of Personnel Action.</p> <p>For control purposes, vacant positions may be listed as “Vacancy” under the name column, preferably following name listings. Vacant positions will not be affected by every type of action.</p>
<b>Social Security Number</b>	<p>List the social security numbers of the employees concerned <i>on only those copies retained for agency use</i>, for example, the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.</p>
<b>Date of Birth</b>	<p>List the dates of birth of the employees concerned <i>on only those copies retained for agency use</i>, for example, the payroll or agency copy that is used for computer purposes.. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.</p>
<b>Agency</b>	<p>Identify your agency and any subelement, if applicable. If the personnel action involves a change between two agencies, identify both. If the subelement code changes, enter both codes. Enter at the bottom of each page of the listing.</p>

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*Continued on next page*

**Job Aid****Instructions for Preparing a List Form of Notice, continued**

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**Employing Office  
and Personnel  
Office Identifier**

Identify the employing office and Personnel Office Identifier (POI) number. If the personnel action involves a change between employing offices, identify both. Enter at the bottom of each page of the listing.

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**Signature/  
Authentication  
and Title of  
Approving  
Official**

Each page of the list must be signed/authenticated. Follow the instructions for completing block 50 provided in the job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52**, to sign or authenticate the bottom of each page.

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**Date**

Follow instructions for completing block 49 provided in the job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52**, to enter the appropriate date at the bottom of each page.

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**Page 4-48 is blank.**

**Job Aid****Sample List Form of Notice**

Provided below is a sample of the List form of Notice following the instructions in the job aid, **Instructions for Preparing a List Form of Notice**. This format is intended as a sample. Other similar formats may be used as long as they contain the information shown.

Do not show social security numbers and dates of birth on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.

**Personnel Action Listing**  
(Approved Standard Form 50 Exception)

Nature of Action Code and Action: **352/Termination—Appt in ABC Agency**

Effective Date: **10-10-98**

Authority Code and Authority: **PDM/Reg. 351.302**

From: **Hearings Bureau**  
**KLM Agency**  
**Washington, DC**

To: **ABC Agency**  
**Washington, DC**

Name	Social Security Number	Date of Birth
Willis, Henry A.	000-00-0000	XX-XX-XXXX
Harvey, John F.	000-00-0000	XX-XX-XXXX
Newton, Paul R.	000-00-0000	XX-XX-XXXX

From:	Agency Code	<b>KL-00</b>	To:	Agency Code	<b>BC-00</b>
	POI	<b>1234</b>		POI	<b>5678</b>

**John Jones**  
**Personnel Officer**

**Date: 09-27-98**

**Table 4-A. Setting Effective Dates**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
1	A list form of notice is used to document the action		No earlier than the effective date specified in the document that authorized the action.
2	Action is a noncompetitive conversion to career or career-conditional appointment	Conversion does not require the prior approval of the Office of Personnel Management	No earlier than the date on which employee met all of the requirements for conversion.
3		Conversion does require the prior approval of the Office of Personnel Management	No earlier than the date on which the Office of Personnel Management approved the conversion.
4	Conversion is to an appointment under which the employee will have fewer rights and benefits	Conversion is from an appointment in the competitive service to one in the excepted service	Any date after employee has <b>(a)</b> been informed that, because the position is in the excepted service, it cannot be filled by competitive appointment and that acceptance of the proposed appointment will take the employee out of the competitive service; <i>and</i> <b>(b)</b> submitted a written statement that the employee is leaving the competitive service voluntarily to accept an appointment in the excepted service.
5		Conversion is not described in Rule 4	Any date after employee has <b>(a)</b> been informed in writing of the conditions of employment under the new appointment; <i>and</i> <b>(b)</b> submitted a written statement that the employee is leaving previous employment voluntarily to accept conversion to the new appointment (statement should specify the type of appointment employee is leaving and the type the employee is accepting).

<b>Table 4-A. Setting Effective Dates</b>			
<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
6	Action which is not described in Rules 1-5 requires prior approval of the Office of Personnel Management		No earlier than the date on which the Office of Personnel Management approved the action unless that approval specifies an earlier effective date.
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period.



**Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official**

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Action is</i>	<i>Then Effective Date is</i>
1	Required by law, Executive order, or regulation	The date specified in the law, Executive order, or regulation (see Note 1 of this table).
2	Required by court action, settlement agreement, or arbitral award	The date specified in the action, agreement, or award (see Note 2 of this table).
3	Required by an Office of Personnel Management (OPM), Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), or Federal Labor Relations Agency (FLRA) decision	The date specified in the decision.
4	A death	The date of death shown on the death certificate.
5	A resignation	The date set by the employee. Unless employee specifies otherwise, a resignation is effective at midnight.
6	A disability retirement	See instructions in Chapter 60 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> .
7	A mandatory retirement	The last day of the month in which the employee reaches the age and completes any length-of-service requirements for the retirement system under which he or she is covered. When employee had an earlier exemption from mandatory retirement, the retirement is effected on the day following the not-to-exceed date of the nature of action 750/Continuance NTE documenting that exemption.
8	A retirement that is not described in Rules 6 or 7	The date set by the employee, provided that on that date employee meets age and length of service requirements for the retirement system under which he or she is covered.
9	Change in tenure or appointment based on completion of service requirements for career or permanent tenure	The day following that on which the service requirement is completed.

**Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official, continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Action is</i>	<i>Then Effective Date is</i>
10	Conversion to a competitive service appointment when an employee who has competitive status occupies an excepted service position that is brought into the competitive service	The date the position is brought into the competitive service.
11	Change in Federal Employees Group Life Insurance coverage	The date prescribed in 5 CFR part 87.
12	Pay Adjustment to implement a new pay plan or to change the rates for an existing pay plan	The date set by the Executive Order, Office of Personnel Management, or an agency issuance that established the plan or announced the rates.
13	Change to Lower Grade following a temporary promotion	The day following the not-to-exceed date of the temporary promotion <i>unless</i> the appointing officer approves another action for the employee.
14	Termination of Grade Retention	At the end of the two-year period of grade retention (for example, if grade retention begins 07-23-96, the termination action is effective on 07-22-98 at midnight).
15	Leave without pay, <i>except</i> during a reduction in force notice period or for assignment to State or local government under the Intergovernmental Personnel Act	The date approved by the employee's supervisor (or other official designated by the agency) on the Standard Form 52, Request for Personnel Action.
16	Return to duty from leave without pay or nonpay status	
17	Detail or Termination of Detail	
18	Change in Work Schedule	
19	Change in Hours for an employee with a part-time work schedule	

## NOTES:

1. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the law, regulation or Executive order.
2. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the court action, agreement or award.

**Table 4-C. Determining the Pay Rate Determinant (PRD)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by one of the codes below				0
2	Is paid a special rate established to recruit well-qualified individuals in selected occupations and locations	does not have retained grade	employee is appointed at a superior qualifications rate		5 (See Note 2 of this table)
3			employee is not appointed at a superior qualifications rate		6
4		has retained grade	employee occupies a different position than that held before the grade reduction		E
5			employee occupies the same position		F
6		Is appointed at a superior qualifications rate (meaning, is hired at a pay rate above the minimum rate of the grade)	is also entitled to a special rate		
7	is not entitled to a special rate		7 (See Note 1 of this table)		

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
8	Retains grade for a 2-year period	occupies the same position	is not entitled to a special rate		B
9			is entitled to a special rate		F
10			receives retained pay		U
11		occupies a different position	is not entitled to a special rate		A
12			is entitled to a special rate		E
13			receives retained pay		V
14	Is entitled to retained pay for reasons other than service in the Senior Executive Service and rules 21 through 24	entitlement is under 5 U.S. C. 5363(a)(1), 5 U.S.C. 5363(a)(3), or 5 CFR 536.104 (except 5 CFR 536.104(a)(3))	employee occupies the same position	has retained grade	U
15			employee occupies a different position	does not have retained grade	J
16				has retained grade	V
17				does not have retained grade	K
18		entitlement is under 5 CFR 536.104(a)(3)			3
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Management and Budget in consultation with the Office of Personnel Management				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable (for example, when employee is promoted from a special rate position to a non-special rate position and receives a saved rate under 5 CFR 531.205(a)(3))			4
24		on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
25	Is in an Interim Geographic Area (IGA) or a Law Enforcement Officer (LEO) pay area	Continues to receive an adjusted rate of pay based on top of a nationwide or worldwide special salary rate			M

## NOTES:

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.

Table 4-D. Annuitant Status

R U L E	A	B	C	D
	If appointee is	And	And	Then enter in block 28 of the Standard Form 50
1	Retired under the Civil Service Retirement System	will <i>not</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc
3			Is not a Uniformed Services retiree	6 CS-No Reduction
4		will be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS
7	Retired under the Federal Employees Retirement System (FERS)	annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE
8			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE
9			Is not a Uniformed Services retiree	B Former Ann-FE
10		annuity will continue but pay <i>will not</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc
11			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc
12			Is not a Uniformed Services retiree	G FE-No Reduction

**Table 4-D. Annuitant Status (Continued)**

R U L E	A	B	C	D
	If appointee is	And	And	Then enter in block 28 of the Standard Form 50
13	Retired under the Federal Employees Retirement System	annuity will continue and pay will be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE
14			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE
15			Is not a Uniformed Services retiree	A Reempl Ann-FE
16	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer
17		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted
18	Not described in rules 1-17			9 Not applicable