



NATIONAL SECURITY PERSONNEL SYSTEM

Chapter 4

Requesting and Documenting Personnel Actions under NSPS

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*”; and prescribes actions under the National Security Personnel System (NSPS), subject to 5 U.S.C. 9902, 5 C.F.R. 9901 and DoD Civilian Personnel Manual (CPM) issuances. USOPM rules and procedures not specifically waived or modified by this supplement are still applicable.

2. Index of Changes.

The following provides a list of changes to *USOPM’s GPPA Chapter 4, “Requesting and Processing Personnel Actions”*, and are required for processing actions under the DoD National Security Personnel System (NSPS).

- 2.1 Paragraph 2. b., “How to Complete the Standard Form 52.”
- 2.2 Paragraph 4. c. (2), “Approval of Personnel Actions.”
- 2.3 Paragraph 5., “Exceptions to the Standard Form 50 and the Standard Form 52.”
- 2.4 Job Aid, “Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of Standard Form 52”
- 2.5 Job Aid, “Instructions for Completing Parts A, B, and D of the Standard Form 52”
- 2.6 Table 4-B., “Effective Dates Set without Prior Approval of the Appointing Official”
- 2.7 Table 4-C., “Determining the Pay Rate Determinant (PRD)”

3. Summary of Changes.

The following paragraphs, tables and/or job aids of *USOPM’s GPPA Chapter 4, “Requesting and Documenting Personnel Actions”* are modified or waived as indicated below.



3.1 Page 4-3, paragraph 2. b., “How to Complete the Standard Form 52”, is modified to read: “ Follow the instructions in the NSPS GPPA Supplement for Job Aid “Instructions for Completing Part B (Blocks 1-39) and Parts C, E, and F of the Standard Form 52 and for Completing the Standard Form 50” when completing the SF-52, “Request for Personnel Action” (RPA) for personnel and organizations that have implemented the National Security Personnel System. Instruction for initial implementation or conversion actions is found in the DoD National Security Personnel System (NSPS) “Guide to Processing Personnel Actions Supplement”.

3.2 Page 4-6, paragraph 4. c. (2), “Approval of Personnel Actions”, is modified to reference the DoD NSPS authority. Revise to read: “Under authority of 5 U.S.C. 9902, the head of an agency may delegate appointing authority to subordinates.” The remainder of the paragraph is unchanged.

3.3 Page 4-7, paragraph 5., “Exceptions to the Standard Form 50 and the Standard Form 52”, 3rd sentence, is modified to read: “ . . . Send requests for approval through your agency's Standard and Optional Forms Liaison to the DoD Civilian Personnel Management Service (CPMS) for transmittal through Office of Personnel Management to the General Services Administration. . . .” The remainder of this paragraph is unchanged.

3.4 Page 4-17 through 4-39, USOPM Job Aid, “Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of Standard Form 52”, has been modified to reflect current NSPS regulatory information and improve readability; it is replaced in its entirety.

3.5 Page 4-41 through 4-44, USOPM Job Aid, “Instructions for Completing Parts A, B, and D of the Standard Form 52”, is replaced in its entirety.

3.6 Page 4-53 through 4-54, Table 4-B., “Effective Dates Set without Prior Approval of the Appointing Official”, modified to delete Rule 9; in accordance with NSPS regulatory guidance, Tenure Group 2 is eliminated. Rule 14 is modified to read: “Termination of Pay Retention; in accordance with NSPS regulatory guidance, grade retention is eliminated.

3-7 Page 4-55 through 4-58, Table 4-C., “Determining the Pay Rate Determinant (PRD)”, is replaced in its entirety.

4. Disposition.

Retain with corresponding GPPA chapter until superseded. File this supplemental flysheet in front of the *USOPM GPPA* Chapter 4.

Notes to Users.

Generally, employees covered by NSPS are limited to a 2-year period of pay retention. However, employees under pay rate determinant “R” are not subject to this limit. These employees are former SES members who were removed from their SES position through no fault of their own. The NSPS public law does not permit us to waive regulations pertaining to SES members (or former SES members that are covered by SES provisions). In addition,



whenever the maximum rate of the pay band to which they are assigned is increased, these employees are entitled to 50% of that increase. See 5 CFR 359.705 for information.



Table 4-C.
Determining the Pay Rate Determinant under NSPS

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by rules 2 through 5			0
2	Is entitled to pay retention for a 2-year period			4
3	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 Personnel Management in consultation with the Office of Management and Budget			C
4	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 (see Note for this table)
5	Retains a scheduled rate of pay below the minimum rate of his/her assigned pay band (due to unacceptable performance)	retained rate is without time limitation		T

Note: Employees with pay rate determinant "R" are not subject to the 2-year limit for receipt of pay retention. When the maximum of the rate range to which they are assigned is increased, they are entitled to 50% of the increase.



NATIONAL SECURITY PERSONNEL SYSTEM

Chapter 4

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 requested on a Standard Form 52, *Request for Personnel Action (RPA)* or 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](#) or as otherwise specified.

An SF-50 is not required to document awards and bonuses, nor is it required for actions in the “900 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>a. 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. 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>c. 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>a. When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application or resume, or the Standard Form 75, <i>Request for Preliminary Employment Data</i>, 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> <p>b. A social security number is required for:</p> <ul style="list-style-type: none"> (1) United States citizens; (2) Foreign nationals serving in the 50 States, the District of Columbia, and in following the areas: <ul style="list-style-type: none"> • 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); • Canton and Enderbury Islands; • Commonwealth of Puerto Rico; • Guam; • Howland, Baker, and Jarvis Islands; • Johnston or Cornwallis Island, and Sand Island; • Kingman Reef; • Swan Islands; • Virgin Islands of the United States; • Wake Island; • Midway Islands; • Navassa Island; • Palmyra Island; • 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 • Any other islands to which the United States Government reserves claim, such as Christmas Island. (3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in "(2)" above. If
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			<p>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><i>c. When employee does not have a social security number.</i> 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 Personnel Management; then assign the four sequential digits, the following controls must be maintained:</p> <p>(1) <i>Uniqueness.</i> 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>(2) <i>Correction.</i> 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 <u>The Guide to the Central Personnel Data File Reporting Requirements</u> 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><i>d. Multiple Appointments.</i> If the</p>
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			<p>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><i>e. To obtain a valid Social Security Number, 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.</i></p> <p><i>f. Corrections. See Chapter 32 for instructions.</i></p>
3	Date of Birth	Complete on all actions.	<p>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.”</p>
4	Effective Date	Complete on all actions.	<p>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.</p> <p>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.</p>
5-A	Code	Complete on all actions.	<p>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.”</p>



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		
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.
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	<p>a. Leave blank when code & nature of action shown in blocks 6-A and 6-B are: (1) 350/Death, or (2) 355/Termination-Exp of Appt.</p> <p>b. Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation.</p>	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.



6-D	Legal Authority	c. Complete on all other actions when blocks 6-A and 6-B are completed.	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.
7	FROM: Position Title and Number	a. Complete on: (1) separations, (2) actions that place employee in non-pay status, and (3) any other action that moves the employee to another position. b. Completion is optional on other actions; follow your agency's instructions.	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
8	Pay Plan (Note: For NSPS actions, this is the pay schedule)		Enter the pay plan/pay schedule designator, e.g., "YA", "GS", "NH", etc., shown in the "To" portion of employee's last Notification of Personnel Action.
9	Occupational Code		Enter the 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. (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.)



10	Grade or Level (Note: For NSPS actions, this is the pay band)		<p>Enter grade/level/pay band shown in the "To" portion of employee's last Notification of Personnel Action:</p> <p>a. Enter the grade/level/pay band of the position for employees in either Competitive or Excepted Service, e.g., NSPS PB "01", GS grade "11", DoD Acquisition Demonstration Project pay band Level "I", etc.</p> <p>b. Enter "00" if employee is in the Senior Executive Service (SES).</p>
11	Step or Rate (Note: For NSPS actions, there is no step or rate)	<p>a. Complete on (1) separations, (2) actions that place employee in non-pay status, and (3) any other action that moves employee to a different pay schedule or pay band.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter the step or rate shown in the "To" portion of employee's last Notification of Personnel Action, e.g., "03" if GS, "00" if NSPS or Acquisition Demonstration Project employee, etc.</p>
12	Total Salary	<p>a. Complete on: (1) separations, (2) actions that place employee in non-pay status, (3) any other action that moves employees to a different salary; and (4) any action that terminates availability pay (NOA 819).</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Total salary is the amount of "adjusted base pay/adjusted salary" (Block 12C) plus any AUO, availability pay, retention incentive, after taking into account all pay caps that may be applicable.</p> <p>The total salary must be compatible with the pay basis for the pay schedule under which the employee is paid. Except in cases described in 'a.' below, this is the pay basis for the pay plan in Block 8.</p> <p>a. When employee is entitled to <i>grade retention</i>, 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 <i>grade</i> 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>



			b. On actions that terminate availability pay, enter dollar amount employee has been receiving.
12A	Basic Pay (Note: For NSPS actions, this is the base salary)	a. Complete on: (1) separations; (2) actions that place employee in non-pay status; and (3) any action that changes employee's salary. b. Completion is optional for other actions; follow your agency's instructions.	Enter the employee's basic pay/base salary, excluding allowances, adjustments, and differentials.
12B	Locality Adjustment (Note: For NSPS actions, this is the Local Market Supplement or LMS)	a. Complete on: (1) separations; (2) actions that place employee in non-pay status; and (3) any action that changes employee's salary. b. Completion is optional for other actions; follow your agency's instructions.	Enter the locality adjustment/local market supplement (LMS) (i.e., the difference between block 12C minus 12A. If the employee is not entitled to a locality adjustment/local market supplement (LMS), leave blank.
12C	Adjusted Basic Pay (Note: For NSPS actions, this is the adjusted salary)		Enter the maximum adjusted rate of basic pay/adjusted salary after taking into account all pay caps that may be applicable.
12D	Other Pay		a. Enter the difference between total salary (block 12) and adjusted basic pay/adjusted salary (block 12C). b. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential. c. Explain any <i>other</i> allowances/differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in Blocks 12 or 12D.
13	Pay Basis	Complete on all actions for which block 12 is completed.	Enter appropriate code for basis on which employee is currently being



			<p>paid. Use <u>The Guide to Personnel Data Standards</u> to select the code.</p> <p>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.</p>
14	Name and Location of Position’s Organization	<p>a. Complete on: (1) separations; (2) actions that place employee in non-pay status; and (3) any other action that moves employee to a different office.</p> <p>b. Completion is optional on other actions; follow your agency’s instructions.</p>	<p>a. Enter the name and location shown in block 22 of employee’s last Notification of Personnel Action.</p> <p>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 5 CFR 352.305, enter “PI00.”</p>
15	TO: Position Title and Number	<p>a. Leave blank on actions that: (1) place employee in non-pay status, (2) separations, and (3) separation incentives.</p> <p>b. Complete on all other actions.</p>	Enter position title and number shown on the position description.
16	Pay Plan (Note: For NSPS actions, this is the pay schedule)	<p>a. Leave blank on: (1) separations; and (2) actions that place employee in non-pay status.</p> <p>b. Complete on all other actions.</p>	<p>a. Enter NSPS pay schedule designator shown on the position description; e.g., “YA”.</p> <p>b. Enter the occupational code shown on the position description. Note: The occupational code must be entered for all pay plans.</p>
17	Occupational Code		<p>c. If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the Occ Code for Guard, which is “085,” would be entered as “0085.”</p> <p>(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>

18	Grade or Level (Note: For NSPS actions, this is the pay band)	a. Leave blank on separations and actions that place employee in non-pay status. b. Complete on all other actions.	If the employee is in the Competitive or the Excepted Service, enter the pay band shown on the position description, for example, "03".
19	Step or Rate (Note: For NSPS actions, there is no step or rate)		Enter "00."
20	Total Salary/Award	Complete on all actions except separations and actions that place employee in non-pay status.	<p>a. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter "0."</p> <p>b. For other actions, enter the amount of adjusted basic pay plus any availability pay, retention incentive, or supervisory differential after taking into account all pay caps that may be applicable.</p> <p>c. The total salary must be compatible with the pay basis for the pay schedule under which the employee is paid. This is the pay basis for the pay schedule in block 16. For example, if the pay schedule under which the employee is paid is "YA", a per annum rate of pay must be entered.</p> <p>d. When employee is entitled to begin or continue a period of pay retention under 5 CFR 9901.355, show salary in terms of the position assigned. For example, NSPS employees on pay retention to a white collar position (e.g., a position in pay schedules under the Standard, Scientific & Engineering, Medical, and Investigative & Protective Services Career Groups, will show a retained salary on a per annum basis.</p> <p>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>e. If action is a separation incentive,</p>



			enter the dollar amount of the separation incentive.
20A	Basic Pay (Note: For NSPS actions, this is the base salary)	a. Complete on any action that changes employee's salary. b. Leave blank on: (1) separations; (2) actions that place employee in non-pay status; and (3) actions that document availability pay and separation incentives.	Enter the employee's base salary, excluding allowances, adjustments, and differentials.
20B	Locality Adjustment (Note: For NSPS actions, this is the Local Market Supplement or LMS)	c. Completion is optional for other actions; follow your agency's instructions	Enter the difference between adjusted salary minus the base salary. If employee is not entitled to a local market supplement, leave blank.
20C	Adjusted Basic Pay (Note: For NSPS actions, this is the adjusted salary)		Enter the maximum adjusted salary after taking into account all pay caps that may be applicable.
20D	Other Pay		Enter the difference between total salary (block 20) and adjusted salary (block 20C). a. Leave blank if employee is not entitled to availability pay, or supervisory differential. b. Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. c. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21	Pay Basis	Complete on all actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use <u>The Guide to Personnel Data Standards</u> 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.

22	Name and Location of Position's Organization	<p>a. Complete on all other actions.</p> <p>b. Leave blank on: actions that place employee in non-pay status, and separations that are not immediately followed by appointment in another agency or in a public international organization, and separation incentives.</p>	<p>a. 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. Enter organization name as it is shown on the position description. In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p>c. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23	Veterans' Preference	<p>a. Complete on appointments, conversions to appointments, actions that change veterans' preference (883) and separations.</p> <p>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.</p> <p>Use <u>The Guide to Personnel Data Standards</u> to select the appropriate code.</p>
24	Tenure	<p>a. Completion is optional on pay change actions; follow your agency's instructions.</p> <p>b. Complete on all other actions.</p>	<p>Enter appropriate tenure group: 1 - Career, including employees serving a probationary period 3 - Term, indefinite, status quo, nonstatus nontemporary, and provisional appointments as included in 5 CFR Part 316.403 0 - Temporary (Do not show subgroup.)</p>
25	Agency Use	Complete when required by your agency.	Follow your agency's instructions.
26	Veterans' Preference for Reduction in Force	Complete on all actions on which block 23 is completed.	For employees to whom preference for reduction in force does not apply, enter "X" in "No" block.

27	Federal Employees Group Life Insurance	<p>a. Complete on: appointments, and conversions to appointments, placements in non-pay status and return-to-duty actions, 881/FEGLI Chg actions, separations, and all actions for which block 12 or block 20 shows salary.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter appropriate code and definition (for example, "CO-Basic only"). Codes and definitions are listed in <u>The Guide to Personnel Data Standards</u>.</p>
28	Annuitant Indicator	<p>a. Complete on: appointments, conversions to appointments, separations, any action that results in a change in the code shown in this block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter appropriate code and title; follow descriptions in Table 4-D or <u>The Guide to Personnel Data Standards</u> to select the code.</p>
29	Pay Rate Determinant	<p>Complete on all actions on which block 20 shows salary.</p>	<p>Use NSPS Table 4-C of this <i>Supplement</i> to select the code that best describes any special factors used in determining employee's rate of basic pay.</p>
30	Retirement Plan	<p>a. Complete on: appointments, conversions to appointments, separations, and any action that results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>a. Use the <u>CSRS and FERS Handbook for Personnel and Payroll Offices</u> 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> <p>b. Use <u>The Guide to Personnel Data Standards</u> to select the appropriate code and definition.</p>
31	Service Computation Date (Leave)	<p>a. Complete on: appointments, conversions to appointments, separations, and any actions that result in a change to the service computation date for leave accrual.</p> <p>b. Completion on other actions is optional; follow your agency's instructions.</p>	<p>Enter month-day-year, for example, "05-18-81" or "05-18-1981."</p> <p>(See Chapter 6 for instructions in computing the service computation date for leave accrual.)</p>

32	Work Schedule	<p>a. Complete on: appointments and conversions to appointments, separations, pay change actions, actions that move employee into and out of pay status, and 781/Chg in Work Schedule actions.</p> <p>b. Completion on other actions is optional; follow your agency's instructions.</p>	Use <u>The Guide to Personnel Data Standards</u> to enter appropriate code and definition.
33	Part-Time Hours per Biweekly Pay Period	<p>a. Complete when block 32 shows work schedule is part-time.</p> <p>b. Leave blank on all other actions.</p>	Self explanatory.
34	Position Occupied	<p>a. Complete on: appointments, conversions to appointments, and separations.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	Use <u>The Guide to Personnel Data Standards</u> to enter appropriate code.
35	Fair Labor Standards Act Category (FLSA)	<p>a. Complete on: appointments, conversions to appointments, separations, and any action that moves employee to another position or results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	Use <u>The Guide to Personnel Data Standards</u> to enter appropriate code.
36	Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37	Bargaining Unit Status	<p>a. Must be completed on: appointments, conversions to appointments, separations, and any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</p> <p>b. Completion is optional on other actions.</p>	<p>a. 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. 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</p>

			<p>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 & Labor-Management Relations to obtain a number for it.</p> <p>c. 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>d. When employee is ineligible for inclusion in a bargaining unit, enter “8888.”</p> <p>e. Consult with the agency or installation labor relations officer for further assistance.</p>
38	Duty Station Code	<p>a. Complete on: appointments and conversions to appointments, separations, and any action that moves employee to a new duty station.</p> <p>b. Completion is optional on other actions.</p>	<p>a. Enter code [State or country/ city/county] for location shown in block 39. 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. 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> <p>c. To locate the most recent list of codes, see the Duty Station File that is available for download at http://www.opm.gov/feddata/guidance.asp</p>
39	Duty Station		<p>Enter location of employee’s official duty station:</p> <p>a. When employee’s official duty station is in the United States, enter “city-county-State” or “city-State,” as appropriate.</p> <p>b. When duty station is in a foreign country, enter city and country.</p>

40 - 44	Agency Data	Complete when required by your agency.	Follow your agency's instructions.
45	Remarks (Parts E & F of the SF-52)	Complete whenever this Guide 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>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> <p>a. Limit the length of remarks to the space provided in block 45.</p> <p>b. When employee's reason for resignation/retirement or the agency's finding is 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>c. 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"> –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:"; –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 –copies of <i>both</i> Standard Form 50's

			must be placed in the Official Personnel Folder.
46	Employing Department or Agency	Complete on all actions.	List Agency (and sub-element)—see <u>The Guide to Personnel Data Standards</u> .
47	Agency Code	Complete on all actions.	Enter code from <u>The Guide to Personnel Data Standards</u> .
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>a. 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. 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	Signature/ Authentication and Title of Approving Official (Part C of the SF-52)	Complete on all actions.	<p>a. 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. 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>c. 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>d. 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>
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NATIONAL SECURITY PERSONNEL SYSTEM

Chapter 4

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>a. Complete for employees in Tenure Group 1 of the competitive and excepted service. For these employees, enter on: appointments, conversions to appointments, separations, any action that results in a change to the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Review employee's most recent application/resume to determine employee's level of education.</p> <p>Use <u>The Guide to Personnel Data Standards</u> to select the appropriate code.</p>
46	Year Degree Attained (Year Degree or Certificate Attained)	<p>a. Complete when education level shown in block 45 indicates completion of: a terminal occupational program (code 06), an Associate degree (code 10), or a Bachelor's or higher degree (code 13 or higher).</p> <p>b. Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	<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").</p>

47	Academic Discipline (Instructional Program)	<p>a. Complete when education level shown in block 45 indicates completion of: a terminal occupational program (code 06), an Associate degree (code 10), or a Bachelor's or higher degree (code 13 or higher).</p> <p>b. Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	<p>Review employee's most recent application/resume to identify employee's academic major or concentration.</p> <p>Use <u>The Guide to Personnel Data Standards</u> to select appropriate six-digit code.</p>
48	Functional Class	Complete when block 17 is completed.	<p>Use <u>The Guide to Personnel Data Standards</u> to select appropriate code. When employee is in an occupational series for which a functional classification code has not been established, enter "00."</p>
49	Citizenship	<p>a. Complete on: appointments, conversions to appointments, and separations.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter appropriate code: 1 = U.S. Citizen (or U.S. National), or 8 = Other.</p>
50	Veterans' Status	<p>a. Complete on: appointments, and conversions to appointments.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Use <u>The Guide to Personnel Data Standards</u> enter appropriate code and definition.</p>
51	Supervisory Status	<p>a. Must be completed for employees in Tenure Groups 1 of the competitive and excepted service. For those employees, complete on: appointments, conversions to appointments, separations, and any action that moves employee to another position or results in a change to employee's supervisory status.</p> <p>b. Completion is optional for other actions.</p>	<p>Use <u>The Guide to Personnel Data Standards</u> 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.</p>



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.