

APPENDIX E
SF 50/SF 52

SF 50/SF 52

TITLE	NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS
1. Name	Name: Last, Name: Genealogical Suffix, Name: First, Name: Middle Format is Last Genealogical Suffix, First Middle
2. Social Security	SSN Format is 999-99-9999
3. Date of Birth	Date of Birth Format is mm-dd-yy
4. Effective Date	Effective Date Format is mm-dd-yy
5-A. Code (NOAC)	Nature of Action Code:1
5-B. Nature of Action	Nature of Action Code:1 Description Lines Nature of Action:1 NTE Printed on second Description Line if entered
5-C. Code (Auth)	Legal Authority Code:1 Printed on all actions except a 002
5-D. Legal Authority	Legal Authority Code:1 Description Lines printed on all actions except a 002
5-E. Code (Auth)	Legal Authority Code:2 Printed on all actions except a 002
5-F. Legal Authority	Legal Authority Code:2 Description Lines printed on all actions except a 002

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|-----------------------|---|
| 6-A. Code (NOAC) | Nature of Action Code:2
Printed on a 001, 002, or combination
SF 50s |
| 6-B. Nature of Action | Nature of Action Code:2
Description Lines printed on a
001, 002, or combination SF 50s

Nature of Action Code:2 NTE
Printed on second Description if entered |
| 6-C. Code (Auth) | Legal Authority Code:1
Printed on a 002 and combination
SF 50s |
| 6-D. Legal Authority | Legal Authority Code:1
Description Lines printed on a 002
and combination SF 50s |
| 6-E. Code (Auth) | Legal Authority Code:2
Printed on a 002 and combination SF 50s |
| 6-F. Legal Authority | Legal Authority Code:2
Description Lines printed on a 002
and combination SF 50s |

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Blocks 7 through 14 are the database fields immediately prior to action being affected.

- | | | |
|-----|------------------------------------|---|
| 7. | From: Position Title
and Number | <p>Title: OPM
Title: NASA
If Title: NASA is blank, Title: OPM will
print on both lines if needed.
If Title: OPM is blank, Title: NASA will
print on both lines if needed.
If both Title: OPM and Title: NASA are
present, Title: OPM will print on Line 1 in
Block 7 and Title: NASA will print on Line
2 in Block 7.
Position Description Number, NASA
Classification Code,
"Space-Space" Supervisory Code
Competitive Level
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.
(NASA Classification Code left blank on
non-NASA employees.)</p> |
| 8. | Pay Plan | <p>Pay Plan
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761, 769,
770, 780, 781, 782, 803, 810, 818, 819, 880,
881, 882, and 883 NOACs.</p> |
| 9. | Occ. Code | <p>Occupational Code
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810, 818, 819,
880, 881, 882, and 883 NOACs.</p> |
| 10. | Grade or Level | <p>Grade: Current
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.</p> |

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|---------------------|---|
| 11. Step or Rate | <p>Step
Left blank on accessions (1**, ***)A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880, 881, 882, and 883 NOACs.</p> |
| 12. Total Salary | <p>Empl Tot Pay Amt, Empl Sch Tot Pay Amt, or Empl AUO Pct
- Empl AUO Pct printed on NOAC 818 changing or terminating AUO
- 00% printed on NOAC 818 granting AUO
- Left blank on accessions (1**, ***)A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 880, 881, 882, and 883 NOACs.
- Empl Avlbty Anl Amt printed on NOAC 819 terminating availability pay.</p> |
| 12A. Basic Pay | <p>Empl Basic Pay Amt or Empl Sch Basic Pay Amt
Left blank on accessions (1**, ***)A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 880, 819, 881, 882, and 883 NOACs.</p> |
| 12B. Locality Adj. | <p>Empl Lclty Adjstmnt Anl Amt or Empl Sch Lclty Adjstmnt Anl Amt
- \$0 printed if not applicable
- Left blank on accessions (1**, ***)A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.</p> |
| 12C. Adj. Basic Pay | <p>Empl Adjstd Basic Pay Amt or Empl Sch Adjstd Basic Pay Amt if greater than zero
- Left blank on accessions (1**, ***)A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.</p> |

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|---|--|
| 12D. Other Pay | Empl Othr Pay Amt
- "\$0" if not applicable
- Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 818, 819,
880, 881, 882, and 883 NOACs. |
| 13. Pay Basis | Pay Basis
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 880, 881, 882, and 883 NOACs. |
| 14. Name and Location of
Position's Organization | - Organization: Assigned Level One
Organization: Assigned Level Two
Organization: Assigned Level Three
Organization: Assigned Level Four
- Two lines provided for Position's
Organization Location from CTLPER.
- Agency and Agency Code: Transferred
From printed if one is entered on
accessions (1**, ***A).
- Organization: Assigned
- Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 818, 819
880, 881, 882, and 883 NOACs. |

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Blocks 15 through 22 are the database fields as a result of the affected action.

- | | |
|--------------------------------------|--|
| 15. To: Position Title
and Number | Title: OPM
Title: NASA
If Title: NASA is blank,
Title: OPM will print on
both lines if needed.
If Title: OPM is blank,
Title: NASA will print
on both lines if needed.
If both Title:OPM and Title:NASA
are present, Title:OPM will print on Line 1
in Block 15 and Title:NASA will print on
Line 2 in Block 15.
Position Description Number
NASA Classification Code
Supervisory Code (preceded by a
"space-space")
Competitive Level
(Left blank on 772, 773, and
930U NOACs. NASA Classification
Code left blank on non-NASA
employees. Also, left blank on
NOACs that begin with 3 or 4, or end
with "T.") |
| 16. Pay Plan | Pay Plan
(Left blank on awards/bonuses, 772,
773, and 930U NOACs. Also left
blank on NOACs that begin with 3 or 4, or
end with "T.") |
| 17. Occ. Code | Occupational Code
(Left blank on awards/bonuses, 772,
773, and 930U NOACs. Also left
blank on NOACs that begin with 3 or 4, or
end with "T.") |

TITLE	NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS
18. Grade or Level	Grade: Current Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."
19. Step or Rate	Step Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."
20. Total Salary/Award	Empl Tot Pay Amt, Empl Sch Tot Pay Amt, Empl AUO Pct, Award: Amount, or Award: Time Off Hours - Empl AUO Pct printed on 818 NOAC granting or changing AUO - 00% printed on 818 NOAC terminating AUO - Award: Amount printed if one is entered - Left blank on 772 and 773 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T." - Availability Pay: Annual Amt printed on 819 NOAC granting availability pay. - 0 printed on 819 NOAC terminating availability pay.
20A. Basic Pay	Empl Basic Pay Amt or Empl Sch Basic Pay Amt if greater than zero - Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."

**NOTIFICATION OF PERSONNEL
NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|---|---|
| 20B. Locality Adj. | Empl Lclty Adjstmnt Anl Amt or Empl Sch
Lclty Adjstmnt Anl Amt
- \$0 printed if not applicable
- Left blank on awards/bonuses, 772, 773,
818, and 819 NOACs.
Also left blank on NOACs that begin with
3 or 4, or end with "T." |
| 20C. Adj. Basic Pay | Empl Adjstd Basic Pay Amt or Empl Sch
Adjstd Basic Pay Amt
Left blank on awards/bonuses, 772, 773,
818, and 819 NOACs.
Also left blank on NOACs that begin with 3
or 4, or end with "T." |
| 20D. Other Pay | Empl Othr Pay Amt
- \$0 printed if not applicable
- Left blank on awards/bonuses, 772, 773,
818, 819, 881, 882, and 883 NOACs.
Also left blank on NOACs that
begin with 3 or 4, or end with "T." |
| 21. Pay Basis | Pay Basis
Left blank on awards/bonuses, 772, 773,
and 930U NOACs. Also left blank on
NOACs that begin with 3 or 4, or end with
"T." |
| 22. Name and Location of
Position's Organization | <ul style="list-style-type: none"> - Organization: Assigned Level One Organization: Assigned Level Two Organization: Assigned Level Three Organization: Assigned Level Four - Two lines provided for Position's
Organization Location from CTLPER.
(Left blank on 772 and 773 NOACs. Also
left blank on NOACs that begin with 3 or
4, or end with "T.") - Agency Code: Transferred To
printed if one is entered on separations
(3**, ***T) - Organization: Assigned. |

TITLE	NOTIFICATION OF PERSONNEL ACTION, SF 50 BLOCK NUMBER, AND PRINT REQUIREMENTS
23. Veterans Preference	Veteran Preference
24. Tenure	Tenure Code
25. Agency Use	Data element defined by user (refer to Paragraph 3.1.2.4-105)
26. Veterans Preference for RIF	Veteran Preference RIF Left blank on accessions of volunteers, NOAC 971A
27. FEGLI	FEGLI: Code and description (refer to table TFEGLI in Appendix J for values)
28. Annuitant Indicator	Annuitant Indicator and description (refer to table TANUIND in Appendix J for values)
29. Pay Rate Determinant	Left blank on 815, 816, 818, 819, 825, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, and 989 NOACs
30. Retirement Plan	Retirement Plan and description (refer to table TRETYSYS in Appendix J for values)
31. Service Comp Date (Leave)	SCD: Leave Format is mm-dd-yy
32. Work Schedule	Work Schedule Code
33. Part-Time Hours Per Biweekly Pay Period	Part-Time Hours Printed when Work Schedule Code is equal to P, S, or T
34. Position Occupied	Position: Occupied
35. FLSA Category	FLSA Pay Status
36. Appropriation Code	Non-NASA Appropriation Code

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

37. Bargaining Unit Status	Union: Bargaining Unit Status
38. Duty Station Code	Duty Station Code
39. Duty Station	Description of Duty Station Code (refer to table TDTYSTN in Appendix J for values)
40. Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
41. Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
42. Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
43. Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
44. Agency Data	Data element defined by user (refer to Paragraph 3.1.2.4-105)
45. Remarks	
46. Employing Department or Agency	Description of Agency Code: Employing (refer to table TAGENCY in Appendix J for values)
47. Agency Code	Agency Code:Employing
48. Personnel Office ID	Human Resources Office ID from Personnel Control table
49. Approval Date	SF 50: Signature Date
50. Signature/ Authenticaton and Title of Approving Official	Center-unique, table-generated value based on SF 50:Signature Code. In the absence of a SF 50: Signature Code, default value set to 1

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS****TITLE**

The following blocks will be printed for a Cancellation.

1. Name
2. Social Security
Number
3. Date of Birth
4. Effective Date
- 5-A. Code (NOAC)
- 5-B. Nature of Action
- 5-C. Code (Auth)
- 5-D. Legal Authority
- 5-E. Code (Auth)
- 5-F. Legal Authority
- 6-A. Code (NOAC)
- 6-B. Nature of Action
22. Name and Location of
Position's Organization
45. Remarks
46. Employing Department
or Agency
47. Agency Code
48. Personnel Office ID
49. Approval Date
50. Signature/
Authentication and Title
of Approving Official

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE*Additional SF 50 Print Requirements Concerning Detail Actions*

Detail: Duty Station	Print on 930C, 930U, and 931 in block 38
Detail: Pay Plan	Print on 930C and 931 in block 16, on 932 in block 8
Detail: Occupational Code	Print on 930C and 931 in block 17, on 932 in block 9
Detail: NASA Class Code	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Grade	Print on 930C and 931 in block 18, on 932 in block 10
Detail: Organization Assigned	Print on 930C, 930U, and 931 in block 22, on 932 in block 14. Also, print detail Organization Titles (refer to paragraph 3.1.2.4-110).
Detail: Title OPM	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Title NASA	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Position Description Nbr	Print on 930C and 931 in block 15, on 932 in block 7

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

The following blocks will be printed for a Correction.

- | | | |
|------|------------------------------|--|
| 1. | Name | |
| 2. | Social Security Number | |
| 3. | Date of Birth | |
| 4. | Effective Date | |
| 5-A. | Code (NOAC) | |
| 5-B. | Nature of Action | |
| 6-A. | Code (NOAC) | |
| 6-B. | Nature of Action | |
| 6-C. | Code (Auth) | |
| 6-D. | Legal Authority | |
| 6-E. | Code (Auth) | |
| 6-F. | Legal Authority | |
| 15. | To Position Title and Number | |
| 16. | Pay Plan | Left blank on correction to award NOAC |
| 17. | Occ. Code | Left blank on correction to award NOAC |
| 18. | Grade or Level | Left blank on correction to award NOAC |
| 19. | Step or Rate | Left blank on correction to award NOAC |
| 20. | Total Salary/Award | Award: Amount on correction to award
NOAC
Empl Bonus Rcrtmnt Amt on correction to
NOAC 815
Empl Bonus Rlctn Amt on correction to
NOAC 816
Award: Time Off Hours on correction to
NOAC 872 |

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

20A. Basic Pay	Left blank on correction to award NOAC
20B. Locality Adjustment	Left blank on correction to award NOAC
20C. Adjusted Basic Pay	Left blank on correction to award NOAC
20D. Other Pay	Left blank on correction to award NOAC
21. Pay Basis	Left blank on correction to award NOAC
22. Name and Location of Position's Organization	
23. Veterans Preference	
24. Tenure	
25. Agency Use	
26. Veterans Preference for RIF	
27. FEGLI	
28. Annuitant Indicator	
29. Pay Rate Determinant	
30. Retirement Plan	
31. Service Comp Date (Leave)	
32. Work Schedule	
33. Part-Time Hours	
34. Position Occupied	
35. FLSA Category	
36. Appropriation Code	
37. Bargaining Unit Status	

**NOTIFICATION OF PERSONNEL
ACTION, SF 50 BLOCK NUMBER,
AND PRINT REQUIREMENTS****TITLE**

- 38. Duty Station Code
- 39. Duty Station
- 40. Agency Data
- 41. Agency Data
- 42. Agency Data
- 43. Agency Data
- 44. Agency Data
- 45. Remarks
- 46. Employing Department or Agency
- 47. Agency Code
- 48. Personnel Office ID
- 49. Approval Date
- 50. Signature/Authentication and
Title of Approving Official

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Part A

- | | | |
|----|---------------------------------|--------------------------------------|
| 1. | Actions Requested | User Input |
| 2. | Req No | User Input |
| 3. | For Additional Information Call | User Input |
| 4. | Effective Date | Effective Date
Format is MM-DD-YY |
| 5. | Action Requested By | User Input |
| 6. | Action Authorized By | User Input |

TITLE

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

Part B

- | | | |
|------|------------------|--|
| 1. | Name | Name: Last, Name:Genealogical
Suffix, Name:First, Name: Middle
Format is Last Genealogical
Suffix, First Middle |
| 2. | Social Security | SSN
Format is 999-99-9999 |
| 3. | Date of Birth | Date of Birth
Format is mm-dd-yy |
| 4. | Effective Date | Effective Date
Format is mm-dd-yy |
| 5-A. | Code (NOAC) | Nature of Action Code:1 |
| 5-B. | Nature of Action | Nature of Action Code:1
Description Lines

Nature of Action:1 NTE
Printed on second Description Line if
entered |
| 5-C. | Code (Auth) | Legal Authority Code:1
Printed on all actions except a 002 |
| 5-D. | Legal Authority | Legal Authority Code:1
Description Lines printed on all
actions except a 002 |
| 5-E. | Code (Auth) | Legal Authority Code:2
Printed on all actions except a 002 |
| 5-F. | Legal Authority | Legal Authority Code:2
Description Lines printed on all
actions except a 002 |
| 6-A. | Code (NOAC) | Nature of Action Code:2
Printed on a 001 or 002 |

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

6-B. Nature of Action

Nature of Action Code:2
Description Lines printed on a
001 or 002,

Nature of Action Code:2 NTE
Printed on second Description Line
if entered

6-C. Code (Auth)

Legal Authority Code:1
Printed on a 002

6-D. Legal Authority

Legal Authority Code:1
Description Lines printed on a 002

6-E. Code (Auth)

Legal Authority Code:2
Printed on a 002

6-F. Legal Authority

Legal Authority Code:2
Description Lines printed on a 002

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Blocks 7 through 14 are the database fields immediately prior to action being affected.

- | | | |
|-----|------------------------------------|---|
| 7. | From: Position Title
and Number | <p>Title: OPM
Title: NASA
If Title: NASA is blank, Title:OPM will
print on both lines if needed.
If Title: OPM is blank, Title:NASA will
print on both lines if needed.
If both Title:OPM and Title:NASA are
present, Title:OPM will print on Line 1 in
Block 7 and Title:NASA will print on Line
2 in Block 7.
Position Description Number, NASA
Classification Code,
"Space-Space" Supervisory Code
Competitive Level
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.
(NASA Classification Code left blank on
non-NASA employees.)</p> |
| 8. | Pay Plan | <p>Pay Plan
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.</p> |
| 9. | Occ. Code | <p>Occupational Code
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.</p> |
| 10. | Grade or Level | <p>Grade: Current
Left blank on accessions (1**, ***A),
awards/bonuses, 280, 292, 760, 761,
769, 770, 780, 781, 782, 803, 810,
818, 819, 880, 881, 882, and 883 NOACs.</p> |

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|---------------------|---|
| 11. Step or Rate | <p>Step
Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 819, 880,881, 882, and 883 NOACs.</p> |
| 12. Total Salary | <p>Empl Tot Pay Amt, Empl Sch Tot Pay Amt, or Empl AUO Pct
- Empl AUO Pct printed on NOAC 818 changing or terminating AUO
- 00% printed on NOAC 818 granting AUO
- Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 880, 881, 882, and 883 NOACs.
- Availability Pay: Annual Amt printed on 819 NOAC terminating availability pay.</p> |
| 12A. Basic Pay | <p>Empl Basic Pay Amt or Empl Sch Basic Pay Amt
Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819 880, 881, 882, and 883 NOACs.</p> |
| 12B. Locality Adj. | <p>Empl Lclty Adjstmnt Anl Amt or Empl Sch Lclty Adjstmnt Anl Amt
- \$0 printed if not applicable
- Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.</p> |
| 12C. Adj. Basic Pay | <p>Empl Adjstd Basic Pay Amt or Empl Sch Basic Pay Amt if greater than zero
- Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs.</p> |

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|--|---|
| 12D. Other Pay | Empl Othr Pay Amt
- "\$0" if not applicable
- Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs. |
| 13. Pay Basis | Pay Basis
Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 810, 818, 880, 881, 882, and 883 NOACs. |
| 14. Name and Location of Position's Organization | <ul style="list-style-type: none"> - Organization: Assigned Level One Organization: Assigned Level Two Organization: Assigned Level Three Organization: Assigned Level Four - Two lines provided for Position's Organization Location from CTLPER. - Agency and Agency Code: Transferred From printed if one is entered on accessions (1**, ***A). - Organization: Assigned - Left blank on accessions (1**, ***A), awards/bonuses, 280, 292, 760, 761, 769, 770, 780, 781, 782, 803, 818, 819, 880, 881, 882, and 883 NOACs. |

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Blocks 15 through 22 are the database fields as a result of the affected action.

- | | |
|--------------------------------------|---|
| 15. To: Position Title
and Number | Title: OPM
Title: NASA
If Title: NASA is blank,
Title: OPM will print on
both lines if needed.
If Title: OPM is blank,
Title: NASA will print
on both lines if needed.
If both Title:OPM and Title:NASA are
present, Title:OPM will print on
Line 1 in Block 15 and TitleNASA
will print on Line 2 in Block 15.
Position Description Number
NASA Classification Code
Supervisory Code (preceded by a
"space-space")
Competitive Level
(Left blank on 772, 773, and
930U NOACs. NASA Classification
Code left blank on non-NASA
employees. Also, left blank on
NOACs that begin with 3 or 4, or end
with "T.") |
| 16. Pay Plan | Pay Plan
(Left blank on awards/bonuses, 772,
773, and 930U NOACs. Also left
blank on NOACs that begin with 3 or 4, or
end with "T.") |
| 17. Occ. Code | Occupational Code
(Left blank on award/bonuses, 772,
773, and 930U NOACs. Also left
blank on NOACs that begin with 3 or 4, or
end with "T.") |

TITLE	REQUEST FOR PERSONNEL ACTION, SF 52 BLOCK NUMBER, AND PRINT REQUIREMENTS
18. Grade or Level	Grade: Current Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."
19. Step or Rate	Step Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."
20. Total Salary/Award	Empl Tot Pay Amt, Empl Sch Tot Pay Amt, Empl AUO Pct, Award: Amount, or Award: Time Off Hours - Empl AUO Pct printed on 818 NOAC granting or changing AUO - 00% printed on 818 NOAC terminating AUO - Award: Amount pnted if one is entered. - Left blank on 772 and 773 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T." - Availability Pay: Annual Amt printed on 819 NOAC granting availability pay. - 0 printed on 819 NOAC terminating availability pay.
20A. Basic Pay	Empl Basic Pay Amt or Empl Sch Basic Pay Amt if greater than zero - Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."
20B. Locality Adj.	Empl Lclty Adjstmnt Anl Amt or Empl Sch Lclty Adjstmnt Anl Amt - \$0 printed if not applicable - Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

- | | |
|--|--|
| 20C. Adj. Basic Pay | <p>Empl Adjstd Basic Pay Amt or Empl Sch Adjstd Basic Pay Amt
Left blank on awards/bonuses, 772, 773, 818, and 819 NOACs.
Also left blank on NOACs that begin with 3 or 4, or end with "T."</p> |
| 20D. Other Pay | <p>Empl Othr Pay Amt
- \$0 printed if not applicable
- Left blank on awards/bonuses, 772, 773, 818, 819, 881, 882, and 883 NOACs.
Also left blank on NOACs that begin with 3 or 4, or end with "T."</p> |
| 21. Pay Basis | <p>Pay Basis
Left blank on awards/bonuses, 772, 773, and 930U NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T."</p> |
| 22. Name and Location of Position's Organization | <ul style="list-style-type: none"> - Organization: Assigned Level One Organization: Assigned Level Two Organization: Assigned Level Three Organization: Assigned Level Four - Two lines provided for Position's Organization Location from CTLPER.
(Left blank on 772 and 773 NOACs. Also left blank on NOACs that begin with 3 or 4, or end with "T.") - Agency Code: Transferred To printed if one is entered on separations (3**, ***T). - Organization: Assigned. |

TITLE	REQUEST FOR PERSONNEL ACTION, SF 52 BLOCK NUMBER, AND PRINT REQUIREMENTS
23. Veterans Preference	Veteran Preference
24. Tenure	Tenure Code
25. Agency Use	Left Blank
26. Veterans Preference for RIF	Veteran Preference RIF
27. FEGLI	FEGLI: Code and description (refer to table TFEGLI in Appendix J for values)
28. Annuitant Indicator	Annuitant Indicator and description (refer to table TANUIND in Appendix J for values)
29. Pay Rate Determinant	Left blank on 815, 816, 818, 819, 825, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, and 989 NOACs
30. Retirement Plan	Retirement Plan and description (refer to table TRETYSYS in Appendix J for values)
31. Service Comp Date (Leave)	SCD: Leave Format is mm-dd-yy
32. Work Schedule	Work Schedule Code
33. Part-Time Hours Per Biweekly Pay Period	Part-Time Hours Printed when Work Schedule Code is equal to P, S, or T
34. Position Occupied	Position: Occupied
35. FLSA Category	FLSA Pay Status
36. Appropriation Code	Non-NASA Appropriation Code

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

37.	Bargaining Unit Status	Union: Bargaining Unit Status
38.	Duty Station Code	Duty Station Code
39.	Duty Station	Description of Duty Station Code (refer to table TDYSTN in Appendix J for values)
40.	Remark Codes	2 per block separated by slash
41.	Remark Codes	2 per block separated by slash
42.	Remark Codes	2 per block separated by slash
43.	Remark Codes	2 per block separated by slash
44.	Remark Codes	8 per block separated by slash
45.	Educational Level	Educational Level
46.	Year Degree Attained	Degree: Highest Year (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
47.	Academic Discipline	Academic Discipline (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
48.	Functional Class	Functional Classification (refer to table RAPPENDI)
49.	Citizenship	Citizenship (If Citizenship = Y, print 1 If Citizenship = N, print 8)
50.	Vietnam Era Vet	Veteran Status

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

51. Supervisory Status

Supervisory Code

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

The following blocks will be printed for a Cancellation.

1. Name
2. Social Security Number
3. Date of Birth
4. Effective Date
- 5-A. Code (NOAC)
- 5-B. Nature of Action
- 5-C. Code (Auth)
- 5-D. Legal Authority
- 5-E. Code (Auth)
- 5-F. Legal Authority
- 6-A. Code (NOAC)
- 6-B. Nature of Action
22. Name and Location of Position's Organization
40. Remark Codes 2 per block separated by slash
41. Remark Codes 2 per block separated by slash
42. Remark Codes 2 per block separated by slash
43. Remark Codes 2 per block separated by slash
44. Remark Codes 8 per block separated by slash

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

Additional SF 52 Print Requirements Concerning Detail Actions

Detail: Duty Station	Print on 930C, 930U, and 931 in block 38
Detail: Pay Plan	Print on 930C and 931 in block 16, on 932 in block 8
Detail: Occupational Code	Print on 930C and 931 in block 17, on 932 in block 9
Detail: NASA Class Code	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Grade	Print on 930C and 931 in block 18, on 932 in block 10
Detail: Organization Assigned	Print on 930C, 930U, and 931 in block 22, on 932 in block 14. Also, print detail Organization Titles (refer to Paragraph 3.1.2.5-107).
Detail: Title OPM	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Title NASA	Print on 930C and 931 in block 15, on 932 in block 7
Detail: Position Description Nbr	Print on 930C and 931 in block 15, on 932 in block 7

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS**

TITLE

The following blocks will be printed for a Correction.

1. Name
2. Social Security Number
3. Date of Birth
4. Effective Date
- 5-A. Code (NOAC)
- 5-B. Nature of Action
- 6-A. Code (NOAC)
- 6-B. Nature of Action
- 6-C. Code (Auth)
- 6-D. Legal Authority
- 6-E. Code (Auth)
- 6-F. Legal Authority
15. To Position Title and Number
16. Pay Plan
17. Occ. Code
18. Grade or Level
19. Step or Rate
20. Total Salary/Award
Award: Amount on correction to award
NOAC
Empl Bonus Rcrtmnt Amt on correction to
NOAC 815
Empl Bonus Rlctn Amt on correction to
NOAC 816
Award: Time Off Hours on correction to
NOAC 872
- 20A. Basic Pay
- 20B. Locality Adjustment

**REQUEST FOR PERSONNEL
ACTION, SF 52 BLOCK NUMBER,
AND PRINT REQUIREMENTS****TITLE**

- 20C. Adjusted Basic Pay
- 20D. Other Pay
- 21. Pay Basis
- 22. Name and Location of
Position's Organization
- 23. Veterans Preference
- 24. Tenure
- 25. Agency Use
- 26. Veterans Preference for RIF
- 27. FEGLI
- 28. Annuitant Indicator
- 29. Pay Rate Determinant
- 30. Retirement Plan
- 31. Service Comp Date (Leave)
- 32. Work Schedule
- 33. Part-Time Hours
- 34. Position Occupied
- 35. FLSA Category
- 36. Appropriation Code
- 37. Bargaining Unit Status
- 38. Duty Station Code
- 39. Duty Station

TITLE	REQUEST FOR PERSONNEL ACTION, SF 52 BLOCK NUMBER, AND PRINT REQUIREMENTS
40. Remark Codes	2 per block separated by slash
41. Remark Codes	2 per block separated by slash
42. Remark Codes	2 per block separated by slash
43. Remark Codes	2 per block separated by slash
44. Remark Codes	8 per block separated by slash
45. Educational Level	Educational Level
46. Year Degree Attained	Degree: Highest Year (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
47. Academic Discipline	Academic Discipline (Left blank if block 45 is blank or if code shown in block 45 is less than a Bachelor's degree, i.e., code 13)
48. Functional Class	Functional Classification (refer to table RAPPENDI)
49. Citizenship	Citizenship (If Citizenship = Y, print 1 If Citizenship = N, print 8)
50. Vietnam Era Vet	Veteran Status
51. Supervisory Status	Supervisory Code