APPENDIX D
PERSONNEL MASS ACTION INPUTS

PERSONNEL MASS ACTION INPUTS

Appendix D contains the input requirements for the processing of Personnel Mass Actions for the following Nature of Action Codes (NOACs).

- NOAC 352 - Termination - Appt-IN
- NOAC 471 - Furlough
- NOAC 472 - Furlough Not To Exceed
- NOAC 473 - LWOP - MIL
- NOAC 772 - Extension of Furlough
- NOAC 790 - Realignment
- NOAC 873 - Foreign Language Award
- NOAC 874 - Gainsharing Award
- NOAC 875 - Suggestion Award
- NOAC 876 - Invention Award
- NOAC 877 - Special Act or Service Award
- NOAC 878 - SES Rank Award
- NOAC 879 - SES Performance Award
- NOAC 987 - Space Act Award
- NOAC 988 - NASA Honor Award
- NOAC 989 - Installation Honor Award
- NOAC 990 - Performance Rating
- NOAC 894 - ACI and GM ACI
- NOAC 920 - NASA Class Code
- NOAC 925 - Change in Organization Name
- NOAC 942 - Health Plan Change

- NOAC 943 - TSP Change
- NOAC 792 - Change in Duty Station
- NOAC 895 - Locality Payment Change

Each group of input requirements contains the following information.

- Name - Name of the data element.
- Source - Whether the data is to be input by the user (user input) or generated by NPPS (database).
- Description/Reference - When this column contains "Required," this element is required input for this Mass Action. A reference number should be associated with the NPPS Mass Action requirement to generate this field.

TABLE D-1 Inputs for Termination - APPT-IN

Data Name	Source	Description/Reference
Agency Code: Transferred To	User Input	Required
Departure Destination	User Input	Required
Departure Reason	User Input	Required
Duty Status	Database	3.1.2.3.1-100
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	
SSN(s)	User Input	Required
TSP: Separation Code	Database	3.1.2.3.1-101
TSP: Separation Date	Database	3.1.2.3.1-102

TABLE D-2 Inputs for Furlough

Data Name	Source	Description/Reference
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned From	User Input	Range or Individual Org Assigned
Organization: Assigned To	User Input	Range or Individual Org Assigned
Print Memo in Lieu of SF 50	User Input	Required
SF 50: Comment Code	Database (Optional Override)	3.1.2.3.2-100 3.1.2.3.2-101 No override for NOAC 471
SF 50: Comment Remark Description	User Input	3.1.2.3.2-101 3.1.2.3.2-100
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	

TABLE D-3 Inputs for Furlough Military

Data Name	Source	Description/Reference
Duty Status	User Input	Required
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
SF 50: Comment Code	Database (Optional Override)	3.1.2.3.2-100
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

TABLE D-4 Inputs for Furlough not to Exceed

Data Name	Source	Description/Reference
Duty Status	User Input	
Effective Date	User Input	Required
Furlough NTE Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned From	User Input	Range or Individual Org Assigned
Organization: Assigned To	User Input	Range or Individual Org Assigned
Print Memo in Lieu of SF 50	User Input	Required
SF 50: Comment Code	Database (Optional Override)	3.1.2.3.2-100
SF 50: Comment Remark Description	User Input	3.1.2.3.2-101 3.1.2.3.2-100
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	

TABLE D-5 Inputs for Extension of Furlough

Data Name	Source	Description/Reference
Duty Status	User Input	
Effective Date	User Input	Required
Furlough NTE Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned From	User Input	Range or Individual Org Assigned
Organization: Assigned To	User Input	Range or Individual Org Assigned
Print Memo in Lieu of SF 50	User Input	Required
Nature of Action: NTE 1	Database	3.1.2.3.2-102
SF 50: Comment Code	User Input	SF 50 only
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

TABLE D-6 Inputs for Realignment

Data Name	Source	Description/Reference
Agency Code	User Input	
Duty Station Code	User Input	
Effective Date	User Input	Required
Facility Code	User Input	
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned From	User Input	Required. Oganization Assigned that the employee is moving from.
Organization: Assigned To	User Input	Required. Organization Assigned that the employee is moving to.
Organization Located: From	User Input	
Organization Located: To	User Input	
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database	3.1.2.3-105
SSN(s)	User Input	
Empl Adjstd Basic Pay Amt	Database	
Empl Auo Anl Amt	Database	
Empl Basic Pay Amt	Database	

TABLE D-6 Inputs for Realignment

Data Name	Source	Description/Reference
Empl Lclty Adjstmnt Anl Amt	Database	
Empl Othr Pay Amt	Database	
Empl Sch Adjstd Basic Pay Amt	Database	
Empl Sch Basic Pay Amt	Database	
Empl Sch Lclty Adjstmnt Anl Amt	Database	
Empl Sch Tot Pay Amt	Database	
Empl Stfng Dfrntl Anl Amt	Database	
Empl Tot Pay Amt	Database	

TABLE D-7 Inputs for Mass Award

Data Name	Source	Description/Reference
Award: Amount(s)	User Input	Required
Award: Benefit Amount	User Input	
Award: Check	User Input	
Award: Group Identifier	User Input	
Award: Group Text	User Input	
Award: Type	User Input	Required
Award: Year	User Input	Required
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required, except NOACs 9**
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Nature of Action: Code	User Input	Required
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

TABLE D-8 Inputs for Performance Rating

Data Name	Source	Description/Reference
Effective Date	User Input	Required
Performance Rating: Current	User Input	Required
Performance Rating: Current Yr	User Input	Required
Performance Rating: Prior Year 1	Database	3.1.2.3.5-101
Performance Rating: Prior Year 2	Database	3.1.2.3.5-101
Performance Rating: Prior 1	Database	3.1.2.3.5-101
Performance Rating: Prior 2	Database	3.1.2.3.5-101
SSN(s)	User Input	Required
Performance Rating Pattern: Current	User Input	Required
Performance Rating Pattern: Prior Year 1	Database	3.1.2.3.5-106
Performance Rating Pattern: Prior Year 2	Database	3.1.2.3.5-106
Performance Rating Pattern: Prior Year 3	Database	3.1.2.3.5-106

TABLE D-9 Inputs for ACI Processing

Data Name	Source	Description/Reference
Annuitant Indicator	Database	3.1.2.3.6-101
Availability Pay: Annual Amt	Database	3.1.2.3.6-118
Duty Status	Database	3.1.2.3-100
Effective Date	User Input	Required
Empl Adjstd Basic Pay Amt	Database	3.1.2.3.6-107
Empl AUO Anl Amt	Database	3.1.2.3.6-111
Empl Basic Pay Amt	Database	3.1.2.3.6-102
Empl Lclty Adjstmnt Anl Amt	Database	3.1.2.3.6-108
Empl Othr Pay Amt	Database	3.1.2.3.6.109
Empl Sch Adjstd Basic Pay Amt	Database	3.1.2.3.6-112
Empl Sch Basic Pay Amt	Database	3.1.2.3.6-102
Empl Sch Lclty Adjstmnt Anl Amt	Database	3.1.2.3.6-107
Empl Sch Tot Pay Amt	Database	3.1.2.3.6-107
Empl Stfng Dfrntl Anl Amt	Database	3.1.2.3.6-109
Empl Tot Pay Amt	Database	3.1.2.3.6-110
Grade: Current	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 2	User Input/ Database	3.1.2.3-101
Legal Authority Code: 2	User Input	Required
Legal Authority Code: 2 Description 2	User Input/ Database	3.1.2.3-101
Nature of Action Code	Database	

TABLE D-10 INPUTS FOR ACI PROCESSING

Data Name	Source	Description/Reference
Pay Rate Determinant	Database	3.1.2.3.6-101
Pay Table	User Input	Required
Print Memo in Lieu of SF 50	User Input	Required
Retention Allowance	Database	3.1.2.3.6-111
SF 50: Signature Code	Database	3.1.2.3-105
Step	Database	3.1.2.3.6-102
Supervisory Differential	Database	3.1.2.3.6-111

TABLE D-11 Inputs for GM ACI Processing

Data Name	Source	Description/Reference
Annuitant Indicator	Database	3.1.2.3.6-103
Availability Pay: Annual Amt	Database	3.1.2.3.6-118
Effective Date	User Input	Required
Empl Adjstd Basic Pay Amt	Database	3.1.2.3.6-107
Empl AUO Anl Amt	Database	3.1.2.3.6-111
Empl Basic Pay Amt	Database	3.1.2.3.6-104 3.1.2.3.6-105
Empl Lclty Adjstmnt Anl Amt	Database	3.1.2.3.6-108
Empl Othr Pay Amt	Database	3.1.2.3.6-109
Empl Sch Adjstd Basic Pay Amt	Database	3.1.2.3.6-112
Empl Sch Basic Pay Amt	Database	3.1.2.3.6-104
Empl Sch Lclty Adjstmnt Anl Amt	Database	3.1.2.3.6-107
Empl Sch Tot Pay Amt	Database	3.1.2.3.6-107
Empl Stfng Dfrntl Anl Amt	Database	3.1.2.3.6-111
Empl Tot Pay Amt	Database	3.1.2.3.6-110
Grade: Current	Database	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 2	User Input Database	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 2	User Input/ Database	3.1.2.3-101

TABLE D-12 Inputs for GM ACI Processing

Data Name	Source	Description/Reference
Nature of Action Code	Database	
Old Maximum	User Input	Required
Old Minimum	User Input	Required
Pay Rate Determinant	Database	3.1.2.3.6-101
Pay Table	User Input	Required
Print Memo in Lieu of SF 50	User Input	Required
Retention Allowance	Database	3.1.2.3.6-111
SF 50 Comment Code	Database	3.1.2.3.6-113 3.1.2.3.6-114 3.1.2.3.6-115 3.1.2.3.6-116 3.1.2.3.6-117
SF 50 Signature Code	Database	3.1.2.3-105
Step	Database	3.1.2.3.6-102
Supervisory Differential	Database	3.1.2.3.6-111

TABLE D-13 Inputs for Change in NASA Class Code

Data Name	Source	Description/Reference
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	
Legal Authority Code: 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
NASA Class Code: From	User Input	
NASA Class Code: To	User Input	
NASA Title: To	User Input	
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

TABLE D-14 Inputs for Change in Organization Name

Data Name	Source	Description/Reference
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned	User Input	Required
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	

TABLE D-15 Inputs for Change in FEHB: Plan Code

Data Name	Source	Description/Reference
Effective Date	User Input	Required
FEHB: Plan Code	User Input	Required
SSN(s)	User Input	Required

TABLE D-16 Inputs for TSP Change

Data Name	Source	Description/Reference
Effective Date	User Input	Required
SSN(s)	User Input	Required
TSP: Eligibility Date	Database	3.1.2.3.11-102
TSP: Employee Status	Database	3.1.2.3.11-101
TSP: Status Data	Database	3.1.2.3.11-103

TABLE D-17 Input for Duty Station Change

Data Name	Source	Description/Reference
Availability Pay: Annual Amt	Database	3.1.2.3.12-106
Duty Station Code From	User Input	
Duty Station Code To	User Input	Required
Effective Date	User Input	Required
Organization: Assigned	User Input	
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 2	User Input	
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	
Empl Adjstd Basic Pay Amt	Database	
Empl Auo Anl Amt	Database	
Empl Basic Pay Amt	Database	
Empl Lclty Adjstmnt Anl Amt	Database	
Empl Othr Pay Amt	Database	
Empl Sch Adjstd Basic Pay Amt	Database	
Empl Sch Basic Pay Amt	Database	
Empl Sch Lclty Adjstmnt Anl Amt	Database	
Empl Sch Tot Pay Amt	Database	
Empl Stfng Dfrntl Anl Amt	Database	
Empl Tot Pay Amt	Database	

TABLE D-18 Inputs for Locality Payment Change

Data Name	Source	Description/Reference
Availability Pay: Annual Amt	Database	3.1.2.3.11-111
Duty Station	User Input	Required
Effective Date	User Input	Required
Empl Adjstd Basic Pay Amt	Database	3.1.2.3.11-103
Empl AUO Anl Amt	Database	3.1.2.3.11-104
Empl Lclty Adjstmnt Ind	Database	3.1.2.3.11-101
Empl Lclty Adjstmnt Anl Amt	Database	3.1.2.3.11-102
Empl Othr Pay Amt	Database	3.1.2.3.11-105
Empl Sch Adjstd Basic Pay Amt	Database	3.1.2.3.11-107
Empl Sch Lclty Adjstmnt Anl Amt	Database	3.1.2.3.12-105
Empl Sch Tot Pay Amt	Database	3.1.2.3.12-105
Empl Tot Pay Amt	Database	3.1.2.3.11-106
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	User Input/Database	3.1.2.3-101
Legal Authority Code: 1 Description 2	User Input/ Database	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	User Input/ Database	3.1.2.3-101
Legal Authority Code: 2 Description 2	User Input/ Database	3.1.2.3-101
Nature of Action Code	Database	
Pay Rate Determinant	Database	3.1.2.3.11-109

TABLE D-19 Inputs for Change in Appropriation

Data Name	Source	Description/Reference
Appropriation Code	Database (Optional Override)	3.1.2.3.15-101
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
PLI Code	User Input	Required
SF 50: Comment Code	User Input	
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	Required

TABLE D-20 Inputs for Mass Miscellaneous

Data Name	Source	Description/Reference
Code	User Input	Required
Effective Date	User Input	Required
SSN(s)	User Input	Required

TABLE D-21 Inputs for Return to Duty

Data Name	Source	Description/Reference
Duty Status	User Input	
Effective Date	User Input	Required
Legal Authority Code: 1	User Input	Required
Legal Authority Code: 1 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 1 Description 2	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2	User Input	
Legal Authority Code: 2 Description 1	Database (Optional Override)	3.1.2.3-101
Legal Authority Code: 2 Description 2	Database (Optional Override)	3.1.2.3-101
Organization: Assigned From	User Input	Range or Individual Org Assigned
Organization: Assigned To	User Input	Range or Individual Org Assigned
Print Memo in Lieu of SF 50	User Input	Required
SF 50: Comment Code	User Input	SF 50 only
SF 50: Comment Remark Description	User Input	
SF 50: Signature Code	Database (Optional Override)	3.1.2.3-105
SSN(s)	User Input	

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