

**UNDERSTANDING YOUR NOTIFICATION**  
**OF PERSONNEL ACTION FORM, SF-50**

**The SF-50, Notification of Personnel Action Form is a VERY important document.** It is your written documentation of a personnel action that affects your position or pay. Keep it with your records because it could be used to make employment, pay, and qualification decisions about you in the future. It is your responsibility to read all the information on the front of your SF-50 and notify the Human Resources staff immediately if you notice an error, please do not wait, error's need to be fixed immediately. When reviewing your SF-50's, please review the data in the blocks described below as well as the instructions on the back of your SF-50.

- Block 1 - Full Name - Check for Accuracy
- Block 2 - SSAN - Check for Accuracy
- Block 3 - Date of Birth (DOB) - Check for Accuracy
- Block 4 - Effective Date of the Action (Current AF Employee's, action is always effective the beginning of the Pay Period/Sunday)
- Block 5-A - Type of Personnel Action/Appointment  
(i.e., 702=Promotion; 894=Gen Adjustment; 721=Reassignment etc.)
- Block 5-B - Name of "Nature of Action" – This block indicates the type of action being taken, such as appointment, reassignment, promotion, within-grade increase, separation, award, etc.
- Block 5-C - Authority Code that coincides with Block 5-A
- Block 5-D - Regulation used for Nature of Action (Legal Authority)
- Block 6-A - Rarely Used
- Block 6-B - Rarely Used
- Block 6-C - Rarely Used
- Block 6-D - Rarely Used

- Block 7 - FROM (The left side of your SF50 is always the position you are currently on/job you are doing). This will have the Duty Title, Position Description (PD) Number, and Sequence Number. **NOTE:** The first set of numbers (after Duty Title) is your PD Number and the second set of numbers (after the “-“) is the UMD sequence number or billet number you sit against.
- Block 8 - Pay Plan (i.e., GS/WG/GG)
- Block 9 - Occ. Code meaning your Series (0905=Attorney Advisor; 0950=Paralegal 0855=Engineer; 0511=Auditor etc.)
- Block 10 - Grade or Level
- Block 11 - Step or Rate
- Block 12 - Total Salary/Award
- Block 13 - Pay Basis (PA=Per Annual)
- Block 12A - Basic Pay (this is your basic salary WITHOUT locality)
- Block 12B - Locality Adj. (Locality is based on your geographical location.)
- Block 12C - Adj. Basic Pay (this is Block 12A+12B added together; yes same salary as in Block 12)
- Block 12D - Other Pay (Rarely Used)
- Block 14 - Name and Location of Position’s Organization - (All the information in this block is where this position currently is located.)
- Block 15 - TO (The right side of your SF50 is always the position you are going “TO”, the job you will be doing.). Please keep in mind, you are leaving the left side (“FROM”) and going to the right side (“TO”). This will have the Duty Title, PD Number, and Sequence Number. **NOTE:** The first set of numbers after Duty Title, this is your PD number and the second set of numbers (after the “-“) is the UMD sequence number or billet number you sit against.

- Block 16 - Pay Plan (Again, this is the new job you are going “TO”.)
- Block 17 - Occupational Code meaning your Series (0905=Attorney Advisor; 0950=Paralegal; 0855=Engineer; 0511=Auditor etc.). Verify the accuracy of this information by comparing it to the series code shown on your position description.
- Block 18 - Grade or Level (This is the new job you are going “TO”). Verify the accuracy of this information by comparing it to your job offer letter or other documentation you have received.
- Block 19 - Step or Rate (This is the new job you are going “TO”.) Verify the accuracy of this information by comparing it to your job offer letter or other documentation you have received.
- Block 20 - Total Salary/Award (This could change if you are going up or down in grades from your “left side” of your SF50. Verify the accuracy of this information by comparing it to your job offer letter or other documentation you have received.
- Block 20A - Basic Pay (this is your basic salary WITHOUT locality)
- Block 20B - Locality Adj. (this is your locality that coincides with the city you live in.)
- Block 20C - Adj. Basic Pay (this is Block 12A+12B added together; yes same salary as in Block 20)
- Block 20D - Other Pay
- Block 21 - Pay Basis (PA=Per Annum)
- Block 22 - Name and Location of Position’s Organization - All the information in this block is where this position currently is located.
- Block 23 - Veterans Preference (2 = 5–Point; 3 = 10–Point/Disability; 4 = 10–Point/Compensable; 5 = 10–Point/Other; 6 = 10–Point/Compensable/30%) **ONLY ON APPOINTMENT ACTION!**
- Block 24 - Tenure - **VERY Important!**

0=Indicates you are on a temporary time-limited appointment.

1= (Competitive Service) Indicates you are a career employee. You have completed three years of qualifying service and have completed your initial appointment probation. (Excepted Service) Indicates you are on a permanent appointment.

2=Indicates you are serving in a permanent position with less than three years of qualifying service and may also be serving on an initial appointment probation.

3=Indefinite – Indicates you are on a term or time-limited appointment.

- Block 25 - Agency Use (usually blank/not important)
- Block 26 - Veterans Preference for Reduction in Force (RIF) (Retired Military do NOT receive Vet Pref for RIF, Military members that did not retire WILL receive Vet Pref for RIF)
- Block 27 - FEGLI (Federal Employee's Group Life Insurance) – This block indicates your life insurance coverage. If you have elected life insurance, verify the accuracy of the coverage shown.
- Block 28 - Annuitant Indicator (Retired Military Member or Reemployed Annuitant)
- Block 29 - Pay Rate Determinant (This block is reserved for those individuals that receive special pay.)
- Block 30 - Retirement Plan (This is the retirement “class” you are in K=FERS (Federal Employee's Retirement System); CSRS (Civil Service Retirement System); and FERS FRAE (FERS Revised Annuity Employee)
- Block 31 - Service Computation Date – This block either indicates when your Federal service began or is a date calculated to include all years, months, and dates of prior creditable civilian and military service as if it was all served without a break. This date is used to determine your leave category. Leave Accrual (4 Hrs S/L for Life per Pay Period. Annual Leave: 0 – 3 Years Earns 4 Hrs per Pay Period; 4 – 15 Years Earns 6 Hrs per Pay Period; and 15+ Years Earns 8 Hrs per Pay Period)
- Block 32 - Work Schedule (self-explanatory: F=Full Time; P=Part Time)

- Block 33 - Part-Time Hours Pay (If you work Part-Time the hours that you work will Be placed in this block with an “X” by if it’s Biweekly or per Pay Period that you work those part-time hours.)
- Block 34 - Position Occupied (1=Competitive Service; 2=Excepted Service; 3=SES General; 4=SES Career Reserved)
- Block 35 - FLSA Category (Federal Labor Standards Act) – This block indicates whether or not your position is covered under the Fair Labor Standards Act. Exempt employees are not covered by the minimum wage and overtime law. Nonexempt employees ARE covered and are entitled to overtime pay protections. Generally, managers, professionals, and most administrative personnel above GS-07 are exempt from coverage.
- Block 36 - Appropriation Code (N/A – these numbers & letters actually coincide with the duty location in Block 39)
- Block 37 - Bargaining Unit Status (Applicable to HR Office – Labor/Unions) If your position is not covered by a Bargaining Unit; the correct code is “8888 or 7777”. If your position is both eligible and a bargaining unit exists, the correct code is “1589”.
- Block 38 - Duty Station Code (Again Blocks 36, 38, & 39 all correlate with the location of the position.)
- Block 39 - Duty Station (City – County – State or Overseas Location) Self Explanatory
- Block 40 thru 44 Applicable to HR Office
- Block 45 - Remarks (All significant facts about the position you are going “TO” are stated here, for instance: Drug Testing Position; Supervisor Position; Career Conditional Appointment; etc.)
- Block 46 thru 50 Signatures/Approval Agency etc. HR Office Only