

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; Probationary period etc.)
- Block 46 thru 50 Signatures/Approval Agency etc. HR Office Only



This content is from the eCFR and is authoritative but unofficial.

Title 5 —Administrative Personnel

Chapter I —Office of Personnel Management

Subchapter B —Civil Service Regulations

Part 315 —Career and Career-Conditional Employment

Authority: 5 U.S.C. 1302, 3301, and 3302; E.O. 10577, 3 CFR, 1954-1958 Comp. p. 218, unless otherwise noted; and E.O. 13162. Secs. 315.601 and 315.609 also issued under 22 U.S.C. 3651 and 3652. Secs. 315.602 and 315.604 also issued under 5 U.S.C. 1104. Sec. 315.603 also issued under 5 U.S.C. 8151. Sec. 315.605 also issued under E.O. 12034, 3 CFR, 1978 Comp. p.111. Sec. 315.606 also issued under E.O. 11219, 3 CFR, 1964-1965 Comp. p. 303. Sec. 315.607 also issued under 22 U.S.C. 2560. Sec. 315.608 also issued under E.O. 12721, 3 CFR, 1990 Comp. p. 293. Sec. 315.610 also issued under 5 U.S.C. 3304(c). Sec. 315.611 also issued under 5 U.S.C. 3304(f). Sec. 315.612 also under E.O. 13473. Sec 315.613 also issued under Pub. L. 114-47, sec. 2(a) (Aug. 7, 2015), amended by Pub. L. 114-328, sec. 1135 (Dec. 23, 2016), as codified at 5 U.S.C. 9602. Sec. 315.708 also issued under E.O. 13318, 3 CFR, 2004 Comp. p. 265. Sec. 315.710 also issued under E.O. 12596, 3 CFR, 1978 Comp. p. 264.

Source: 33 FR 12418, Sept. 4, 1968, unless otherwise noted.

Subpart H Probation on Initial Appointment to a Competitive Position

- § 315.801 Probationary period; when required.
- § 315.802 Length of probationary period; crediting service.
- § 315.803 Agency action during probationary period (general).
- § 315.804 Termination of probationers for unsatisfactory performance or conduct.
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Editorial Note: Nomenclature changes to part 315 appear at 70 FR 72067, Dec. 1, 2005.

Subpart H—Probation on Initial Appointment to a Competitive Position

§ 315.801 Probationary period; when required.

- (a) The first year of service of an employee who is given a career or career-conditional appointment under this part is a probationary period when the employee:
 - (1) Was appointed from a competitive list of eligibles established under subpart C of this part;
 - (2) Was reinstated under subpart D of this part unless during any period of service which affords a current basis for reinstatement, the employee completed a probationary period or served with competitive status under an appointment which did not require a probationary period.
- (b) A person who is:
 - (1) Transferred under § 315.501; or
 - (2) Promoted, demoted, or reassigned; before he completed probation is required to complete the probationary period in the new position.
- (c) A person who is reinstated from the Reemployment Priority List to a position in the same agency and the same commuting area does not have to serve a new probationary period, but, if separated during probation, is required to complete the probationary period in the new position.

- (d) Upon noncompetitive appointment to the competitive service under the Postal Reorganization Act (39 U.S.C. 101 *et seq.*), an employee of the Postal Career Service (including substitute and part-time flexible) who has not completed 1 year of Postal service, must serve the remainder of a 1-year probationary period in the new agency.
- (e) A person who is appointed to the competitive service either by special appointing authority or by conversion under subparts F or G of this part serves a 1-year probationary period unless specifically exempt from probation by the authority itself.

[33 FR 12418, Sept. 4, 1968, as amended at 39 FR 962, Jan. 4, 1974; 45 FR 43365, June 27, 1980; 60 FR 54504, Oct. 16, 1995; 65 FR 14432, Mar. 17, 2000]

§ 315.802 Length of probationary period; crediting service.

- (a) The probationary period required by § 315.801 is 1 year and may not be extended.
- (b) Prior Federal civilian service (including nonappropriated fund service) counts toward completion of probation when the prior service:
 - (1) Is in the same agency, e.g., Department of the Army;
 - (2) Is in the same line of work (determined by the employee's actual duties and responsibilities); and
 - (3) Contains or is followed by no more than a single break in service that does not exceed 30 calendar days.
- (c) Periods of absence while in a pay status count toward completion of probation. Absence in nonpay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service. Nonpay time in excess of 22 workdays extends the probationary period by an equal amount. An employee serving probation who leaves Federal service to become a volunteer with the Peace Corps or the Corporation for National and Community Service serves the remainder of the probationary period upon reinstatement provided the employee is reinstated within 90 days of termination of service as a volunteer or training for such service.
- (d) The probationary period for part-time employees is computed on the basis of calendar time, in the same manner as for full-time employees. For intermittent employees, *i.e.*, those who do not have regularly scheduled tours of duty, each day or part of a day in pay status counts as 1 day of credit toward the 260 days in a pay status required for completion of probation. (However, the probationary period cannot be completed in less than 1 year of calendar time.)

[60 FR 53504, Oct. 16, 1995]

§ 315.803 Agency action during probationary period (general).

- (a) The agency shall utilize the probationary period as fully as possible to determine the fitness of the employee and shall terminate his or her services during this period if the employee fails to demonstrate fully his or her qualifications for continued employment.

- (b) Termination of an individual serving a probationary period must be taken in accordance with subpart D of part 752 of this chapter if the individual has completed one year of current continuous service under other than a temporary appointment limited to 1 year or less and is not otherwise excluded by the provisions of that subpart.

[73 FR 7187, Feb. 7, 2008, as amended at 85 FR 65982, Oct. 16, 2020; 87 FR 67782, Nov. 10, 2022]

§ 315.804 Termination of probationers for unsatisfactory performance or conduct.

- (a) Subject to § 315.803(b), when an agency decides to terminate an employee serving a probationary or trial period because his work performance or conduct during this period fails to demonstrate his fitness or his qualifications for continued employment, it shall terminate his services by notifying him in writing as to why he is being separated and the effective date of the action. The information in the notice as to why the employee is being terminated shall, as a minimum, consist of the agency's conclusions as to the inadequacies of his performance or conduct.
- (b) Probation ends when the employee completes his or her scheduled tour of duty on the day before the anniversary date of the employee's appointment. For example, when the last workday is a Friday and the anniversary date is the following Monday, the probationer must be separated before the end of the tour of duty on Friday since Friday would be the last day the employee actually has to demonstrate fitness for further employment.

[33 FR 12418, Sept. 4, 1988, as amended at 60 FR 53505, Oct. 16, 1995; 73 FR 7188, Feb. 7, 2008]

§ 315.805 Termination of probationers for conditions arising before appointment.

Subject to § 315.803(b), when an agency proposes to terminate an employee serving a probationary or trial period for reasons based in whole or in part on conditions arising before his appointment, the employee is entitled to the following:

- (a) **Notice of proposed adverse action.** The employee is entitled to an advance written notice stating the reasons, specifically and in detail, for the proposed action.
- (b) **Employee's answer.** The employee is entitled to a reasonable time for filing a written answer to the notice of proposed adverse action and for furnishing affidavits in support of his answer. If the employee answers, the agency shall consider the answer in reaching its decision.
- (c) **Notice of adverse decision.** The employee is entitled to be notified of the agency's decision at the earliest practicable date. The agency shall deliver the decision to the employee at or before the time the action will be made effective. The notice shall be in writing, inform the employee of the reasons for the action, inform the employee of his right of appeal to the Merit Systems Protection Board (MSPB), and inform him of the time limit within which the appeal must be submitted as provided in § 315.806(d).

[33 FR 12418, Sept. 4, 1968, as amended at 73 FR 7188, Feb. 7, 2008]

§ 315.806 Appeal rights to the Merit Systems Protection Board.

- (a) **Right of appeal.** An employee may appeal to the Merit Systems Protection Board in writing an agency's decision to terminate him under § 315.804 or § 315.805 only as provided in paragraphs (b) and (c) of this section. The Merit Systems Protection Board review is confined to the issues stated in paragraphs (b) and (c) of this section.
- (b) **On discrimination.** An employee may appeal under this paragraph a termination not required by statute which he or she alleges was based on partisan political reasons or marital status.
- (c) **On improper procedure.** A probationer whose termination is subject to § 315.805 may appeal on the ground that his termination was not effected in accordance with the procedural requirements of that section.
- (d) An employee may appeal to the Board under this section a termination that the employee alleges was based on discrimination because of race, color, religion, sex (including pregnancy and gender identity), national origin, age (as defined by the Age Discrimination in Employment Act of 1967, as amended), or disability. An appeal alleging a discriminatory termination may be filed under this subsection only if such discrimination is raised in addition to one of the issues stated in paragraph (b) or (c) of this section.

[33 FR 12418, Sept. 4, 1968, as amended at 40 FR 15380, Apr. 7, 1975; 44 FR 48951, Aug. 21, 1979; 55 FR 29339, July 19, 1990; 79 FR 43922, July 29, 2014]

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Changes to Veterans' Preference in Reduction in Force

Applicable to: Civilian

Employees may discover that their veterans' preference for reduction in force (RIF) is listed incorrectly on their personnel record and may wish to have it corrected. Block 26 of the Standard Form (SF) 50, *Notification of Personnel Action*, indicates whether an employee has veterans' preference for RIF. Additionally, if there has been a change in veteran's preference point value, since employment began and the employee is not retired from the Armed Services or is retired based on disability that either resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war and was incurred in the line of duty during a period of war, a request for an update may be submitted.

To determine if veterans' preference for RIF is correct, an employee may view this information by accessing his or her career report. The information is displayed under "Veterans Preference RIF". If the point value listed is incorrect, provide all supporting documentation to correct/update their veterans' preference for RIF. Examples of supporting documentation include the Member 4 copy of the DD Form 214, *Certificate of Release or Discharge from Active Duty*, letter from the Department of Veterans Affairs establishing existence of service connected disability, etc.

If you need a copy of your DD Form 214, you may request a copy from [The National Personnel Records Center](#).

If you believe your veterans' preference is incorrect click on Create a Request link below to submit your supporting documentation to Air Force Personnel Center to review for corrective action.

[Knowledge Detail](#)