

Standard Form 50 (SF-50) Notification of Personnel Action
Your Federal Employment Birth Certificate

The SF-50 is one of the most important pieces of documentation family member employees will be required to provide in order to verify their federal service. Family member employees on FMAs or TEMP appointments can access this information while they are working in missions overseas by utilizing eOPF via HROnline. The eOPF application gives employees the ability to access all the personnel actions processed in regard to their appointments and to download and print copies. The SF-50s in the eOPF are used to document appointments, to verify benefits and non-competitive status under Executive Order 12721 and must accompany all federal applications. Once family members leave post in either INWS or LWOP, they will not have access to HR Online until such time as they are reactivated in the personnel system when and if they are rehired.

Family members should take the time to check their SF-50s for accuracy. A sample SF-50 follows below. Employees should pay particular attention to the following items:

- Check your name, SSN, DOB for accuracy (Items 1, 2, 3) – this information will follow you throughout the system, across all federal agency lines and should be accurate.
- Check the nte (not to exceed) date of your appointment (Item 5B or 6B) - FMAs should be five years from the date you were appointed, TEMPs will have a one year nte date
- Check your position title (Item 7 or 15)– if this information is not correct, post will have to request a title change through the geographic bureau coordinator
- Check your service computation date (Item 31) – if this is your first federal appointment, the date will be the same as your entrance on duty date to your current position. If you have prior federal service, this date will need to be adjusted to reflect your previous employment. Post will have to request this adjustment through the Bureau coordinator. How is this documented? It is up to the employee to provide any SF-50s documenting prior federal service. This is the date used to determine your leave annual leave accrual rate (1-3 years, 4 hours of annual leave per pay period, 4-14 years, 6 hours per pay period, 15 years plus, 8 hours per pay period)
- Check your work schedule (Item 32)– it will be either full time, part time, or intermittent
- If you are on a part time work schedule, check the number of hours you are scheduled to work each pay period (Item 33)

Standard Form 50
 Rev. 7/91
 U.S. Office of Personnel Management
 FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)				2. Social Security Number		3. Date of Birth		4. Effective Date				
FIRST ACTION					SECOND ACTION							
b-A. Code		b-B. Nature of Action			6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay			
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization							
EMPLOYEE DATA												
23. Veterans Preference					24. Tenure			25. Agency Use	26. Veterans Pref for RIF			
1 - None	2 - 5-Point	3 - 10-Point/Disability	4 - 10-Point/Compensable	5 - 10-Point/Other	6 - 10-Point/Compensable/30%	0 - None	1 - Permanent	2 - Conditional	3 - Indefinite	YES	NO	
27. FEGLI					28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied			35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status					
1 - Competitive Service	2 - Excepted Service	3 - SES General	4 - SES Career	E - Exempt	N - Nonexempt							
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)								
40. AGENCY DATA		41.	42.	43.	44.							
45. Remarks												

The Foreign Affairs Handbook (FAH) contains a section on Personnel Actions for your information and reference. Family member employees can access it at the following site: <http://a.m.state.sbu/sites/gis/dir/fam/Pages/03FAM/03FAH01.aspx> Click on the chapter 2000 link and scroll down to section H 2340 and you will be provided with a detailed explanation of the SF-50, section by section.

Family members need to be proactive not only in seeking employment but in understanding the benefits, entitlements, responsibilities and accountability that employment in the federal sector can bring. Interpreting the SF-50 is a step in that direction.