

HRO BULLETIN

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HRO-0001

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NOTIFICATION OF PERSONNEL ACTION, STANDARD FORM (SF) 50

This bulletin is issued as an informational job aid and as a reminder for civilian employees to initiate self-reviews of their own SF-50s. The SF-50 documents a personnel action that affects the position and pay of civilian employees. This bulletin does not apply to Non-Appropriated Fund (NAF) employees.

SF-50s are generated when there are changes impacting your pay (such as documentation of promotions and wage adjustments), changes impacting your position (such as a reassignment to a different position, occupational series and/or work location) and after monetary or time off awards are processed. The information contained on SF-50s may be used to make future decisions on employment, pay and/or qualifications. Employees are responsible for reviewing the data that appears on SF-50s and for notifying the servicing Human Resources Office (HRO) if errors are identified.

Civilian employees may view, download and/or print their own SF-50s by accessing the secured Total Workforce Services System (TWMS) Self-Service Module. To access, you will need a computer with a Common Access Card (CAC) reader and internet access. Go to <https://twms.nmci.navy.mil/selfservice>; find/click on the SF-50/Work History button located underneath the Navigation Menu; find/click on the View SF-50 button. If you are unable to access TWMS Self-Service, contact the help desk for technical assistance at 1-888-264-4255, Option 3, and then Option 1.

Civilian employees can also view, download and/or print their own SF-50s by accessing secured My Biz/My Workplace applications of the Defense Civilian Personnel Data System (DCPDS) Portal. First-time users of My Biz/My Workplace should go to <http://www.cpms.osd.mil/hrbits/selfservice.aspx> for more information, user guides and tutorials. The user login screen is at <https://compo.dcpds.cpms.osd.mil/>. Requests for technical assistance may be sent via email to DON_DCPDS@OCHR.NAVY.MIL.

This bulletin does not address every block on the SF-50. Instead, this bulletin focuses on blocks that may have a significant impact on pay, position, employment benefits and tenure. At a minimum, employees are strongly encouraged to review the data in the blocks described in the following table.

BLOCK(s)	DATA FIELD	DESCRIPTION/REMARKS
4	Effective Date	Effective date of the specific personnel action described in block 5B
5B	Nature of Action	Type of action being taken, such as a reassignment, promotion, pay adjustment, step increase, etc.
15	Position Title & Number	Official position title & position description (PD) number. Compare this to the official title on your current PD of record.
16	Pay Plan	Will reflect GS, WD, WG, WL, WS, etc.; compare to your PD
17	Occupational Code	Four-digit number; compare this with the series on your PD
18-20	Grade/Level/Step/Rate/Total Salary Award	Compare to your leave/earnings statement
23	Veterans Preference*	If this block is coded as "1", this means you are not entitled Veterans Preference*

24	Tenure	CODES: 0 - None (such as a temporary employee) 1 - Permanent 2 - Conditional (such as perm employee awaiting career status) 3 - Indefinite (such as an employee on a term appointment)
26	Veterans Preference for RIF*	If "NO" is checked, you will not be entitled to Veterans' Preference for Reduction-in-Force (RIF) purposes.*
27	FEGLI	Identifies your life Federal Employees Life Insurance coverage
30	Retirement Plan	Identifies civilian retirement system coverage
31	Service Computation Date (Leave)	Identifies when your Federal service began unless you have prior creditable service (e.g., military service). If you do, the date in this block is constructed to include your total years, months, and days of prior creditable civilian & military service. This date is used to determine how much annual leave will be earned each pay period.
35	FLSA**	Indicates whether or not your position is covered by the Fair Labor Standards Act (FLSA). It is important that you know your FLSA exemption category because this impacts entitlements to overtime pay and compensatory time. Exempt employees are NOT covered by the minimum and overtime provisions of the FLSA and Nonexempt employees ARE covered. In practical terms this means that employees designated as Nonexempt are entitled to overtime pay at 1.5 times their regular pay for all creditable overtime hours worked. Overtime pay for Exempt employees that was requested in advance and approved is capped at 1.5 times the GS-10 step 1 basic pay rate or at their regularly hourly rate of basic pay (whichever rate is higher) in accordance with 5 CFR 550.
37	Bargaining Unit Status	Identifies the bargaining unit to which you belong, whether or not you actually pay dues to a labor organization (union). If you are not covered by a bargaining unit, this block should reflect "8888" if your position is ineligible for inclusion in a bargaining unit (such as a supervisor). If your position is eligible but not currently covered by a bargaining unit, this block should reflect "7777". If your position is both eligible and a bargaining unit exists, this block should have a different code.
38	Duty Station	Identifies your official work/duty location (city, county, state or overseas). Locality Pay is based where you work, not where you live.

To view more information on these and other data fields on the SF-50, click on the field titles on an interactive SF-50 available at <http://www.ita.doc.gov/hrm/sf50/sf50b.html>.

If you identify any errors on your SF-50 or have any questions regarding the information contained in this bulletin, please contact the servicing Human Resources Office. The HRO Phone Directory link is: <https://www.cnic.navy.mil/CNRSW/About/RegionalDepartments/HumanResourcesOffice/index.htm>

* Most retired military personnel are not, by regulation, veterans for RIF purposes. If you believe Veterans' Preference data is miscoded on your SF-50, you will be asked to submit a DD-214 form to the servicing HRO for proof of service. If you have questions regarding this item, please call the servicing HRO.

** If you believe the FLSA code on your SF-50 is not correct, first contact your immediate supervisor. If your supervisor indicates the FLSA code is correct, you and/or your supervisor should contact the servicing HRO for further information on contesting FLSA determinations and/or FLSA claims.