

# Understanding your Notification of Personnel Action (SF-50)

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# What is a Notification of Personnel Action?



The Notification of Personnel Action (NPA) is the documentation used to document the beginning and end of federal employment with any changes to your personnel record in between.

The NPA is also referred to as Standard Form 50 or SF-50.

As a federal employee, you must review your SF-50 for accuracy and notify your supervisor/HRO of concerns timely.

## Primary References for SF-50s

- Guide to Data Standards on OPM's website at: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=Data-Standards>
- Guide to Processing Personnel Actions on OPM's website at: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>
- Indian Educators Federation Contract (Union Agreement <https://www.bie.edu/topic-page/employee-labor-relations-programs>)
- Bureau of Indian Affairs Manual (BIAM) 62 on Bureau of Indian Affairs website: <https://www.bia.gov/sites/bia.gov/files/assets/public/pdf/idc-000470.pdf>



# Where to find your SF-50

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For Bureau of Indian Education employees, SF-50s are maintained in electronic Official Personnel Folders (eOPF). Your eOPF is your official record for your entire federal career.

The Guide to Record Keeping identifies what is mandated to be documented in your eOPF. A copy of the guide can be located at: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Recordkeeping-GPR>

To access your eOPF while serving as a BIE employee go to: <https://eopf.opm.gov/doi/> (Must be on a BIA/BIE network)



# Blocks 1 - 3

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Block 1: Your Legal Name

Block 2: Your Social Security Number

Block 3: Your Date of Birth

\*\*\*Errors with these blocks will have affects on all areas of your federal career\*\*\*



# Blocks 4-6E

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Block 4: The Effective Date of the SF-50. This reflects when the change to your personnel record is effective.

Block 5A: First Nature of Action Code

Block 5B: Text describing what the Nature of Action is

Block 5C: Legal Authority Code

Block 5D: Text describing what legal authority supports Nature of Action

Block 5E: Second Legal Authority Code (Normally not needed)

Block 5F: Text describing what additional legal authority supports Nature of Action

Block 6A-6F: Reflects a second Nature of Action (Normally not needed)



# Block 7-22

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Blocks 7 to 22 have matching blocks. The From (left) side is information prior to the effective date. The To (right) side is information effective on and after the effective date.

7/15: Your official Position Title and Position Number

8/16: Your Pay Plan (CY, CE, GS, WG, ES)

9/17: The Occupational Code that reflects the Type of Work that is being done by the position

11/18: The Grade or Level that you are performing

12, 12A, 12B, 12C, 12D, 20, 20A, 20B, 20C, 20D: Reflect the pay for your position

14/22: The School, Office, or Organization your position falls under



# Blocks 23-26

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Block 23: Veterans Preference for appointment. This is used by positions under Title 5 (GS/WG) for positions recruited through the Delegated Examining process. Still needs to be accurate on employees.

Block 24: Tenure is reflects the type of position you are in.

- 0 – No Status
- 1 – Permanent (No probation, No NTE Date, Completed 3 Years of Permanent Service)
- 2 – Conditional (Permanent service, but on probation or has not completed 3 Years of Permanent Service)
- 3 – Indefinite (On appointment with NTE Date, but has been in service for more than a year)

Block 25: Agency Use (BIE does not use)

Block 26: Veterans Preference for RIF. This is used by positions under Title 5 (GS/WG) when an organization is going through a Reduction in Force (RIF). Still Needs to be accurate on employees.



# Block 27-29

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Block 27: Federal Employees Group Life Insurance (FEGLI) coverage is a reflection of the election you have made. If you have not made an election, the default coverage is C0 – Basic Only.

Block 28: Annuitant Indicator is used to identify if you are receiving retirement payments for either a military or federal retirement.

Block 29: Pay Rate Determinant reflects if there is unique requirements referencing your pay. If the Pay Rate Determinant is “0”, there is no unique requirements.





# Block 30-33

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Block 30: Your Retirement Code determines retirements coverage payment and retirement requirements.

Block 31: Your Service Computation Date (SCD) for Leave. This SCD determines the rate of leave accrual for Title 5 employees (GS/WG). Still needs to be accurate for all employees. The SCD Leave reflects all Federal Service and all creditable Military Service.

Block 32: This reflects your bi-weekly Work Schedule.

Block 33: If your block 32 reflects “Part-Time” This block will reflect the number of hours your required to work ever pay period



# Block 34-39

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Block 34: Position Occupied reflects the type of Federal Service you are serving in.

- 1 – Competitive Service (GS/WG employees)
- 2 – Excepted Service (CE/CY employees)
- 3/4 – Senior Executive Service (ES employees)

Block 35: Fair Labor Standards Act (FLSA) code determines what labor regulations apply to your positions.

Block 36: Appropriation Code is the budget code used by your school, office, or organization uses to fund your position.

Block 37: The Bargaining Unit Status (BUS) code determines if your position is covered by a Union. If you have either “7777” or “8888” as your code, you are not covered by a Union.

Blocks 38/39: Block 38 is the numeric code for your position’s duty location and Block 39 is clear text version of the location of your position.



# Block 40-44

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Block 40: This block reflects the function class of your position

Block 41: Veterans Status reflects the type of veteran you may be

Block 42: Education Level is the level of education you have achieved and documentation you have provided to the BIE Human Resources Office

Block 44: The Position Sensitivity is based of the classification of your position and the security required



# Block 45-50

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Block 45: The remarks on an SF 50 are to document all the requirements and references for the SF 50.

Block 46: This block reflects the agency that your position falls under

Block 47: The code is your agency's unique identifier

Block 48: Is your Personnel Office unique identifier

Block 49: Reflects the date the SF-50 was approved and processed by the personnel office

Block 50: Identifies the member of the Human Resources Office that processed your SF-50



# References

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For benefit questions reach out to the BIE Benefits Team. Visit our Benefits page at <https://www.bie.edu/topic-page/employee-benefits> to determine your serving Benefits Specialist

For personnel security questions, email our BIE PERSEC Team at [bie.parsec@bia.gov](mailto:bie.parsec@bia.gov)

For all Human Resources Questions, please contact our main office at 505-563-5304.