

# Detail NTE, Ext of Detail NTE, And Termination of Detail In DCPDS

## AIR FORCE POLICY FOR PROCESSING DETAILS

The processing of Details has now been simplified. There will no longer be the need for the manger/supervisor to prepare both a Detail NTE (**930**) RPA and a Termination of Detail (**932**) RPA. The Termination of Detail (**932**) NPA will now be system generated according to the Detail NTE date. The Extension of Detail NTE (**931**) RPA can now be submitted by the Manager/Supervisor to extend a detail, if requested in a timely manner.

When processing a Detail, the **930** RPA is used for information purposes and then deleted from DCPDS. The Detail is updated through the Special Information Type (SIT) in DCPDS. The information provided in the SIT will generate an experience history in the Civilian Personnel Decision Support System (CPDSS).

### ☺ HIGHLIGHTS OF THE NEW ENHANCEMENTS ☺

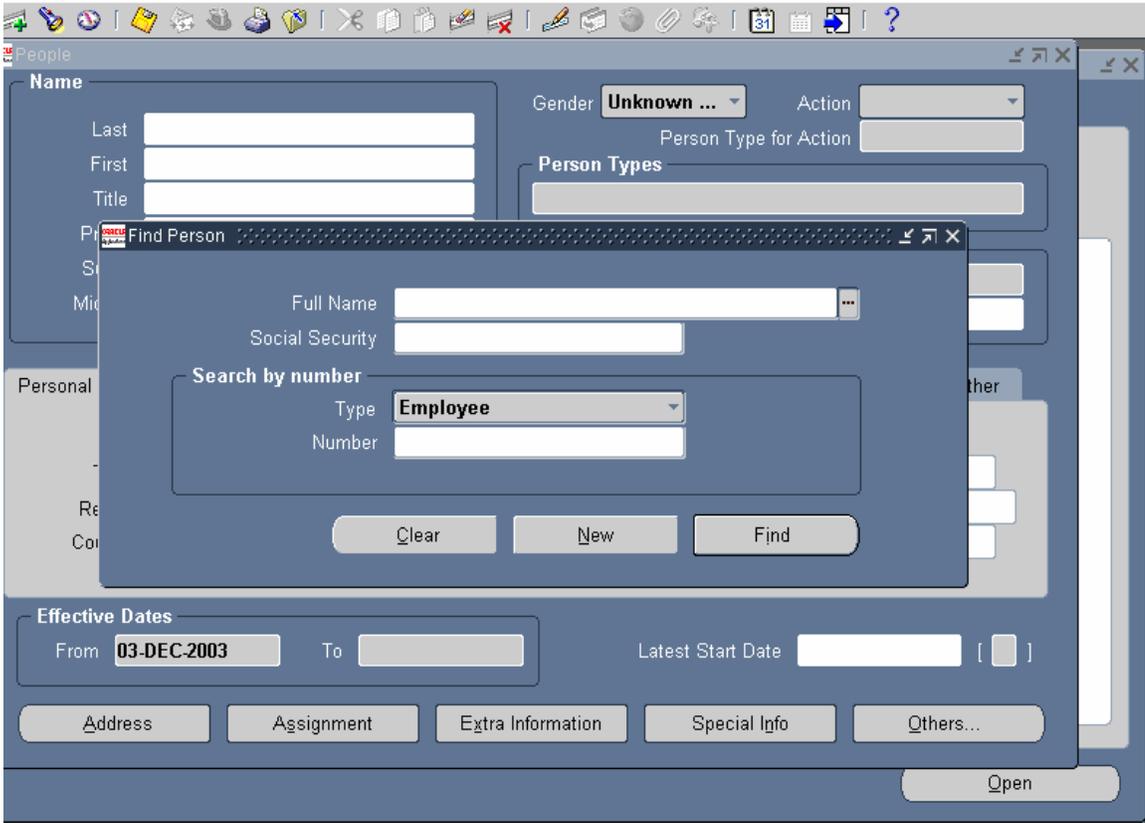
- ✚ There are no longer special Detail and Detail Approval In-boxes.
- ✚ The RPA will now only be used as a notification that a detail needs to be documented. Once the processor has accomplished the update to the SIT, the RPA will be deleted.
- ✚ As soon as the 930 is entered through the Detail window a record of the detail will flow to the CPDSS Experience History under the Detail Assignment Area (new). When reviewing a record in the CRR the Detail button in the Experience Summary will be highlighted (if the employee is on a detail) and by clicking the button the Staffer will be able to review the Detail position to which the employee is assigned.
- ✚ There will no longer be a need to process a 932 to terminate the detail. A 932 will auto-generate the Termination of Detail in DCPDS, based on the NTE date.

- ✚ If a detail needs to be extended, the manager/supervisor will complete a Extension of Detail NTE RPA (NOA 931). If the Extension is not processed in a timely manner, the 932 will auto-generate and then it will be necessary to accomplish a new 930. If a new 930 has to be processed the AFPC/IPC will need to quick copy the position for a new sequence number, otherwise there will be duplicate entries in the CPDSS History. The date used for the new 930 will be the day after the Termination (932).
- ✚ If a detail is terminated early the SIT area will be updated with the new date provided on the Termination of Detail provided on the RPA by the manager/supervisor.
- ✚ Under this new process the Notification of Personnel Action (NPA) is generated based on the NOA 930 or 931 being entered into the Detail and flows to the PARIS record. The NOA 932 NPA is auto generated based on the NTE of the Detail or Extension of the Detail and will generate the SF 50 in PARIS.

STEP	ENTERING A DETAIL
1	<p>Managers/supervisors will prepare a Detail (<b>NOA 930</b>) Request for Personnel Actions (RPA) when detailing employees to a different position and forward to AFPC/IPC.</p> <p><i>Note: If the detail is not to an established position the RPAs should be forwarded to the appropriate classification specialist to establish and classify the position.</i></p>
2	<p>An Extension of Detail (<b>NOA 931</b>) RPA will be required if the detail is to be extended. This must be submitted by the Manager/Supervisor in a timely manner so that AFPC/IPC can enter the NOA 931 into the SIT (Detail Window) prior to the NTE date. <i>Note: The 931 must be input by the COB on the end date (NTE date)</i></p>
3	<p>If the NOA 931 is not entered before the Termination of Detail (<b>NOA 932</b>) has auto-generated, the processor will have to quick copy the position and get a new sequence number to enter a new <b>NOA 930</b>.</p>
4	<p>A Termination of Detail (<b>NOA 932</b>) RPA from the Manager/Supervisor will <b>only</b> be required if the Detail (<b>NOA 930 or NOA 931</b>) is terminated before the Not to Exceed Date.</p> <p><i>Note: The HR Specialist will not manually input a NOA 932, the only requirement is to update the End Date of the NOA 930 or 931 in the SIT (Detail Window).</i></p>
5	<p>The AFPC/IPC servicing team will use the RPA's as information to update the Special Information Type (SIT) in DCPDS. The RPA's will then be deleted.</p>
6	<p>To complete the detail process the Staffer entering the detail will navigate to the SIT via <b>People&gt;Enter Maintain&gt;Special Information&gt;Detail Info.</b></p>

## Entering a Detail (NOA 930)

### COMPLETING THE SPECIAL INFORMATION TYPE (SIT)

STEP	ACTION
1	<p>The People Window displays with the Find Window overlaying. Use the Social Security <b>OR</b> Full Name to search for employee's name and click &lt;Find&gt;.</p> 

2

The **People** Window displays with the employee data populated. Click **<Special Info>**.

The screenshot shows a software window titled "People" with a dark blue header. Below the header, there are several sections for data entry:

- Name:** Last: Detail, First: Debbie, Title: (empty), Prefix: (empty), Suffix: (empty), Middle: D.
- Gender:** Female (dropdown), Action: (dropdown), Person Type for Action: (dropdown).
- Person Types:** Applicant (dropdown).
- Identification:** Applicant (dropdown), Social Security: 855678 (dropdown), 222-33-4444 (text).

Below these sections is a horizontal tab bar with the following tabs: Personal, Employment, Office Details, Applicant, Background, Rehire, Further Name, Medical, Other. The "Applicant" tab is currently selected.

Under the "Applicant" tab, there are several fields:

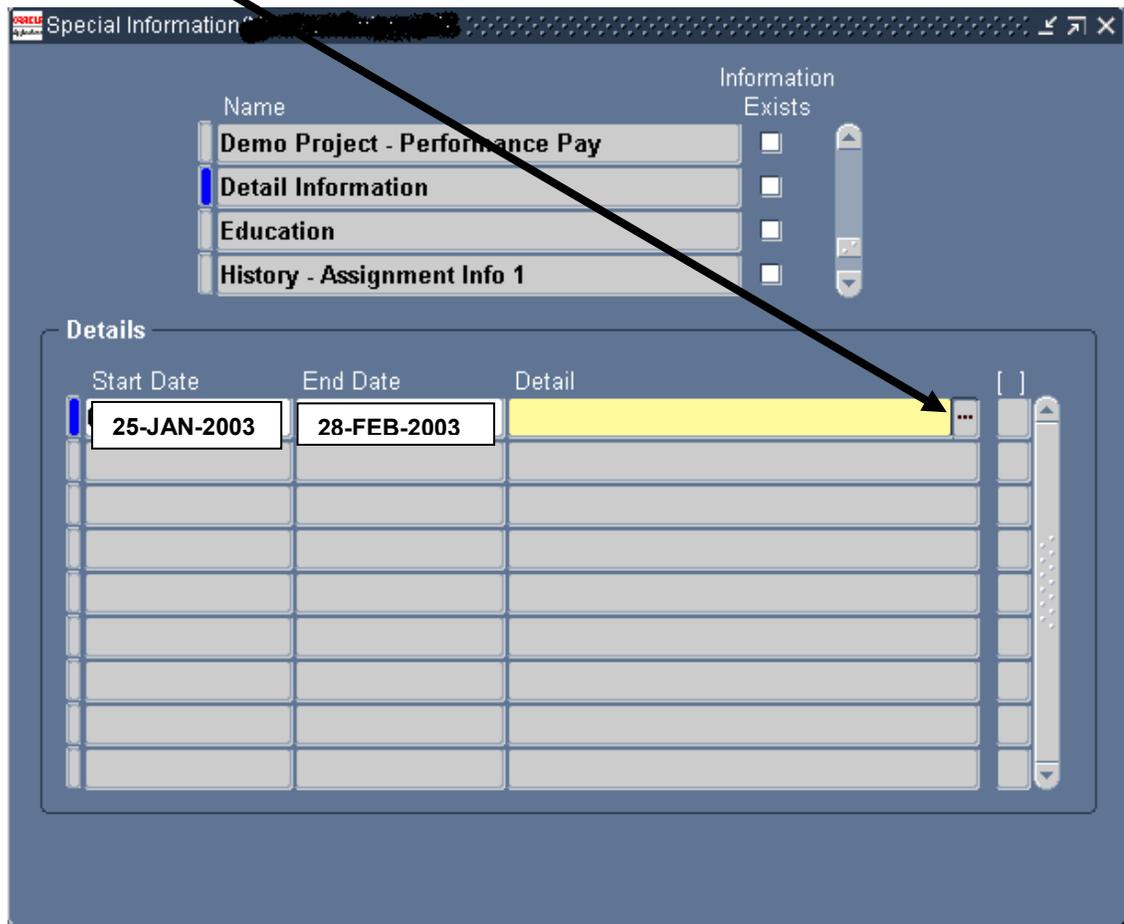
- Birth Date: 28-FEB-1961
- Age: 33
- Town of Birth: (empty)
- Status: (empty)
- Region of Birth: (empty)
- Nationality: (empty)
- Country of Birth: (empty)
- Registered Disabled: (empty)

Below the birth information is the "Effective Dates" section:

- From: 01-JUL-2003
- To: (empty)
- Latest Start Date: (empty) [ ]

At the bottom of the window, there is a row of buttons: Address, Assignment, Extra Information, Special Info, Others... The "Special Info" button is highlighted with a black arrow. To the right of this row is an "Open" button.

- 3 The **Special Information** Window displays. Under Name scroll to the **Detail Information** data field or use the query method (F7 and type in Det% and then hit Ctrl F11). Start date data field will highlight. **The Start Date auto-populates with the current date.** Click in the **Start Date** data field, delete the auto-populated current date, and enter the Detail NTE **Start Date**. Click in the **End Date** data field and insert the NTE date. To initially input, change, or view specific information applicable to a detail, click in the **Detail** data field.



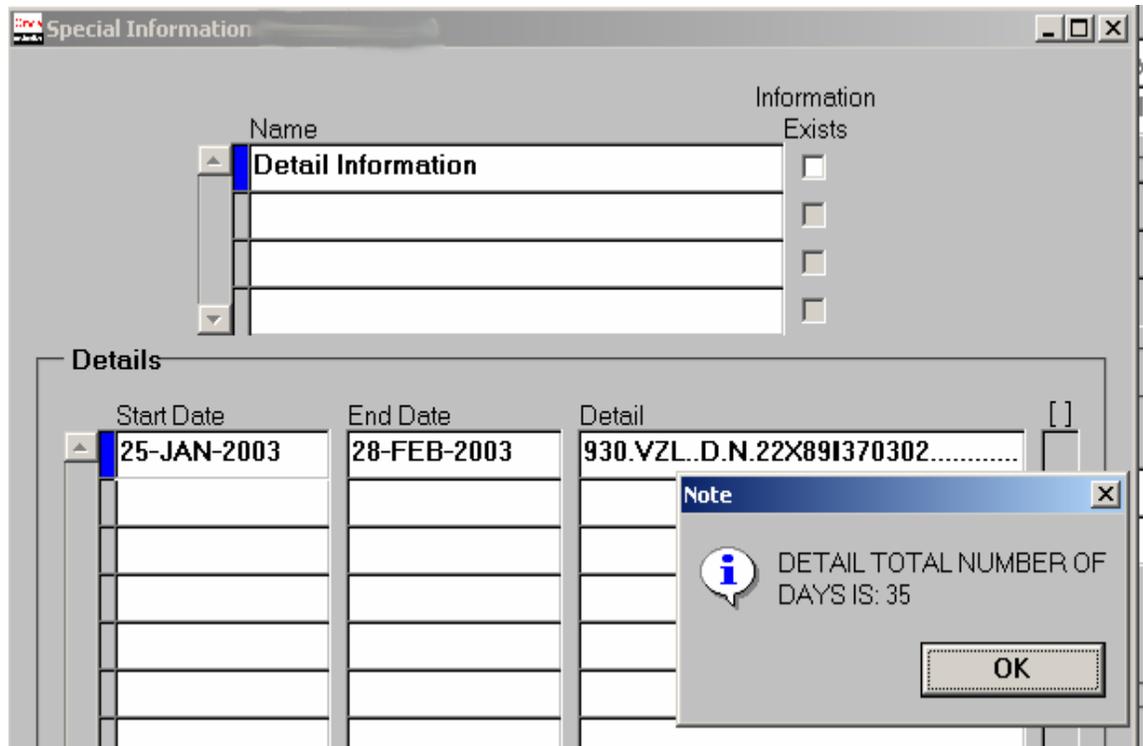
4

The **Detail Information** Window displays. Input the required items: **1) Nature of Action**, **2) Legal Authority**, **3) Type Detail**, **4) Unclassified Duties** (defaults to N), **5) Position Number** (includes sequence number), **6) Total Days of the Detail** and **7) Premium Pay indicator**. For Acq/Lab Demo positions the three fields at the bottom of the screen beginning with the word “Demo” are also required. Click “OK” when completed.

The screenshot shows a software window titled "Detail Information" with a dark blue background. The window contains various input fields and labels. A vertical white box on the right side of the window contains a numbered list from 1 to 7, with lines extending from the numbers to the corresponding input fields. At the bottom of the window, there are four buttons: "OK", "Cancel", "Clear", and "Help". An arrow points to the "OK" button.

Nature of Action	930	Detail NIE	1
Legal Authority Code 1	VZL	5 U.S.C. 3341 Other	2
Legal Authority Code 2			
Type Detail	D	Detail On the Same Base But Detailed To A Non-Agency	3
Unclassified Duties	N	No	4
Position Number	22x89.370302		5
Valid Grade			
Pay Plan			
Series			
Appropriation Code			
FLSA Category			
Bargaining Unit Status			
Work Schedule			
Position Title			
OSC/Navy Pay Org			
Organization			
Location			
Total Days This Detail	35		6
Demo Location Code			
Demo Broadband			
Demo Pay Plan			
Premium Pay Ind	0	Not Applicable	7
Print NPA	<input checked="" type="checkbox"/>	Yes	

- 5 Click the Save Button . You will receive the Detail Total Number of Days. Click <OK>. (If the number of days does not match the number of days you placed in Step 4, you will need to correct the Total Days This Detail in the Detail area) This returns you to the Special Information Window.



- 6 Click “**Ctrl F11**” function button to refresh and auto populate remaining Detail data fields. If fields do not auto populate check to ensure Position Number data (position number.sequence number) is correct.

The screenshot shows a window titled "Detail Information" with a toolbar containing a list icon and a question mark icon. The window contains the following fields and values:

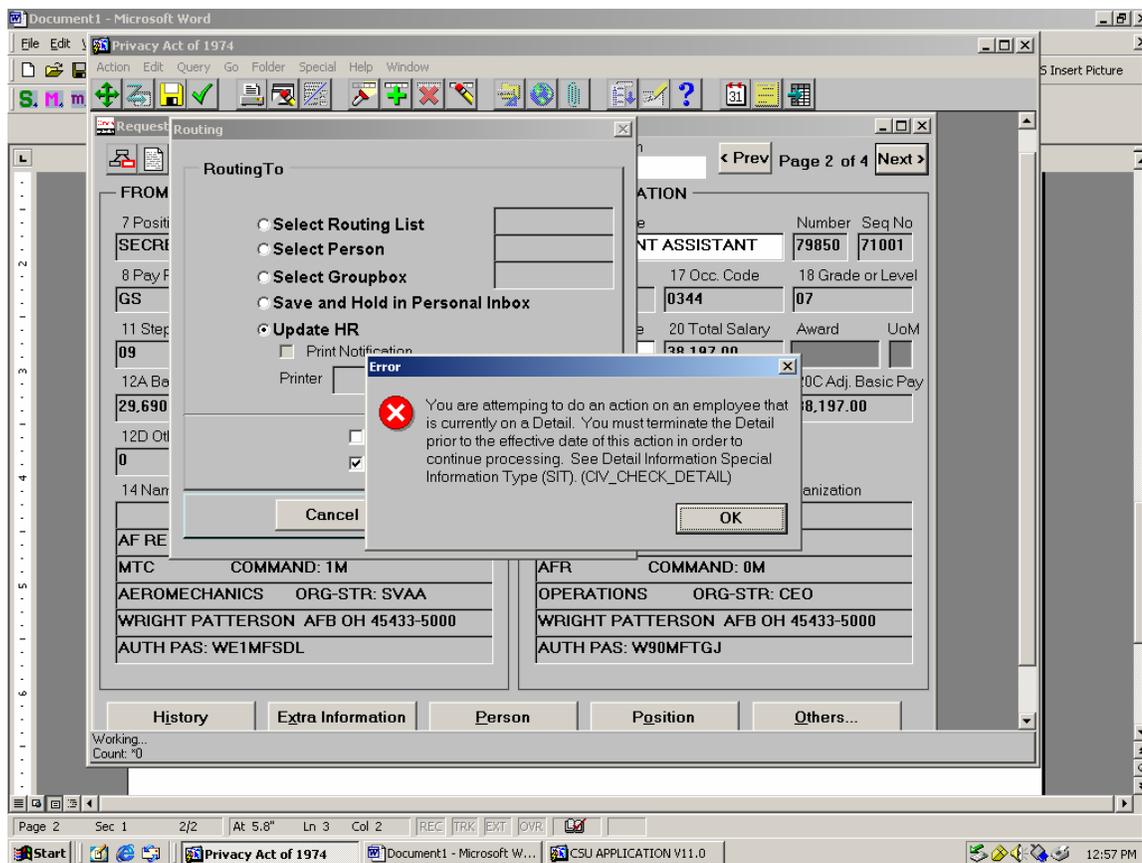
Nature of Action	930	Detail NTE
Legal Authority Code 1	VZL	5 U.S.C. 3341 Other
Legal Authority Code 2		
Type Detail	D	Detail On the Same Base But Detailed To A Non-Agen
Unclassified Duties	N	No
Position Number	22X89.370302	
Valid Grade	15	15
Pay Plan	GS	General Schedule.
Series	0201	Human Resources Management (0201)
Appropriation Code	16C100 91220G	16C100 91220G
FLSA Category	E	Exempt
Bargaining Unit Status	8888	Ineligible for Inclusion In A Bargaining Unit
Work Schedule	F	Full-Time
Position Title	SUPERVISORY HUMAN RESOURCES SPECIALIST	
OSC/Navy Pay Org	DPC	
Organization	9P09FPMMDPC	
Location	485635029	RANDOLPH A F B / BEXAR / TEXAS(8.64%)
Total Days This Detail	35	
Demo Location Code		
Demo Broadband		
Demo Pay Plan		
Premium Pay Ind	0	Not Applicable
Print NPA	Y	Yes

At the bottom right of the window are three buttons: "Clear", "Cancel", and "OK".

The NOA 930 NPA will then generate and a NPA will flow to PARIS.

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**NOTE:** If processing an action on a Detailed employee and the detail has not been terminated the following dialog box will populate. It will be necessary to terminate the detail prior to updating HR. The termination of the detail (update End Date in SIT) will be the day before the effective date of the action. *Examples; Promotions, Reassignments, etc.*



## Entering an Extension of a Detail (931)

### COMPLETING THE SPECIAL INFORMATION TYPE (SIT)

- 1 If the Detail is extended the manager/supervisor will need to provide an Extension of detail (NOA 931) in a timely manner in order to extend the detail. The same process used for the Detail (NOA 930) is accomplished. **Remember** the Start Date will default to the current date reset to NTE date of original Detail (NOA 930). Enter new NTE date. Click in the **Detail** data field. *Note: Must be input by the COB of End Date of Detail.*

The screenshot shows a window titled 'Special Information'. It contains a table with columns 'Name' and 'Information Exists'. The first row is 'Detail Information' with a checked box. Below this is a 'Details' section with a table:

Start Date	End Date	Detail
25-JAN-2003	28-FEB-2003	930.VZL..D.N.22X89I370302.15.GS.
28-FEB-2003	15-MAR-2003	

**IMPORTANT NOTE:** Remember that the **Start Date** of the NOA 931 will be the **End date** of the NOA 930.

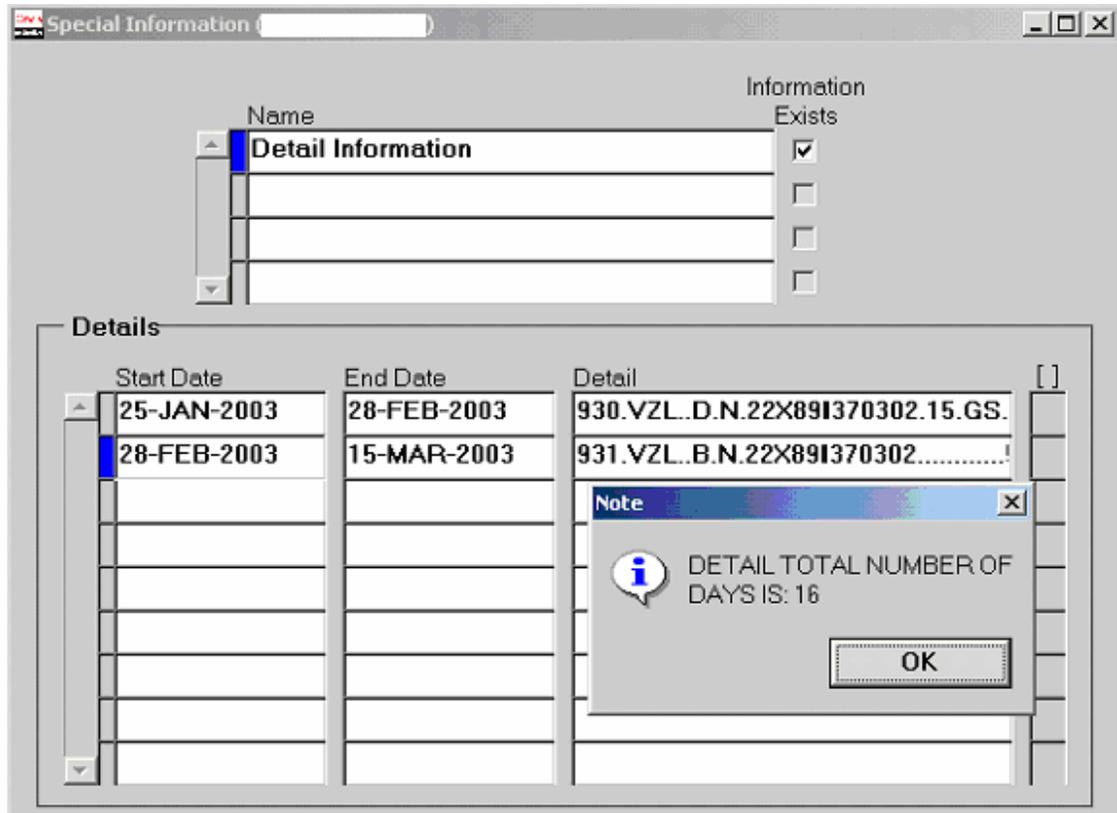
- 2 The Detail Information Window displays. Complete the data fields as you did for the Detail NTE action. Complete the same seven required data fields as the NOA 930 and the Acq/Lab Demo fields (if applicable). Click <OK> when completed.

The screenshot shows a window titled "Detail Information" with a list of data fields. A vertical list of numbers 1 through 7 is positioned on the right side of the window, corresponding to specific fields. The fields and their values are as follows:

Field Name	Value	Label	Number
Nature of Action	931	Detail - Extension NTE	1
Legal Authority Code 1	VZL	5 U.S.C. 3341 Other	2
Legal Authority Code 2			
Type Detail	B	Detail Within the Same CCPO	3
Unclassified Duties	N	No	4
Position Number	22X89.370302		5
Valid Grade			
Pay Plan			
Series			
Appropriation Code			
FLSA Category			
Bargaining Unit Status			
Work Schedule			
Position Title			
OSC/Navy Pay Org			
Organization			
Location			
Total Days This Detail	50		6
Demo Location Code			
Demo Broadband			
Demo Pay Plan			
Premium Pay Ind	0	Not Applicable	7
Print NPA	Y	Yes	

3

Click the Save Button . You will receive the Detail Total Number of Days. Click <OK>. (If the number of days does not match the number of days you placed in Step 4, you will need to correct the Total Days This Detail in the parameter box.) This will return you to the Special Information Window.



4

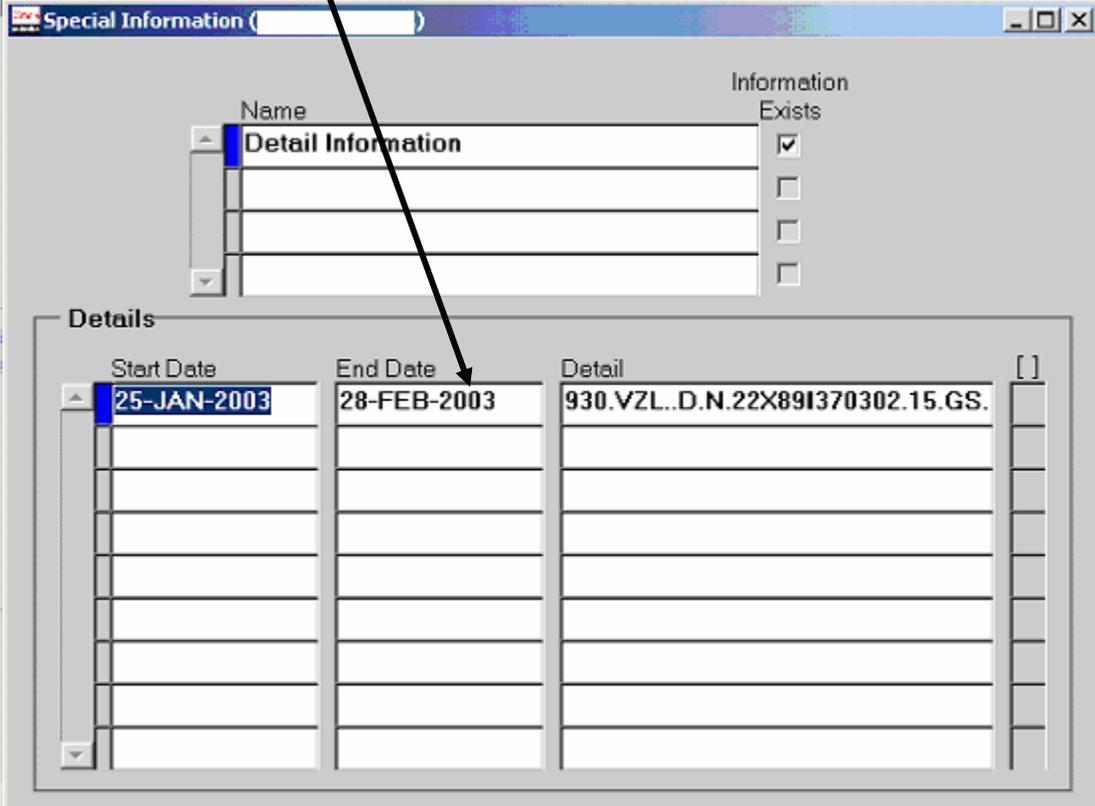
Click the Save Button . Then click the “F8” function button. The fields have now auto-populated as shown below.

Detail Information		
Nature of Action	931	Detail - Extension NTE
Legal Authority Code 1	VZL	5 U.S.C. 3341 Other
Legal Authority Code 2		
Type Detail	B	Detail Within the Same CCPO
Unclassified Duties	N	No
Position Number	22X89.370302	
Valid Grade	15	15
Pay Plan	G5	General Schedule.
Series	0201	Human Resources Management (0201)
Appropriation Code	16C100 91220G	16C100 91220G
FLSA Category	E	Exempt
Bargaining Unit Status	8888	Ineligible for Inclusion In A Bargaining Unit
Work Schedule	F	Full-Time
Position Title	SUPERVISORY HUMAN RESOURCES SPECIALIST	
OSC/Navy Pay Org	DPC	
Organization	9P09FPMMDPC	
Location	485635029	RANDOLPH A F B / BEXAR / TEXAS(8.64%)
Total Days This Detail	16	
Demo Location Code		
Demo Broadband		
Demo Pay Plan		
Premium Pay Ind	0	Not Applicable
Print NPA	Y	Yes

## Terminating a Detail prior to NTE Date

### COMPLETING THE SPECIAL INFORMATION TYPE (SIT)

- 1 Should it be necessary to terminate the Detail prior to the NTE date recall the Special Information window and proceed to the Detail Information to update the new End Date and SAVE .



The screenshot shows a window titled "Special Information ( )". It contains a table with the following columns: "Name", "Information", and "Exists". The first row is "Detail Information" with a checked "Exists" box. Below this is a "Details" section with a table:

Start Date	End Date	Detail	[ ]
25-JAN-2003	28-FEB-2003	930.VZL..D.N.22X89I370302.15.GS.	

An arrow points from the text "update the new End Date" to the "End Date" field in the table.

The system will auto-generate the Termination of Detail (NOA 932) based on the End Date of the NOA 930 (or 931). There is no manual entry required for the NOA 932.

The Notification of Personnel Action (NPA) will flow to PARIS under this auto-generated process.

## Input of Prior Details (NOA 930 and 932)

### COMPLETING THE SPECIAL INFORMATION TYPE (SIT)

1	<p>In rare instances it may be necessary input a prior Detail (a Detail prior to a Detail already on file). <b><i><u>This should be a rare occurrence.</u></i></b> If it is necessary to input a prior Detail the following steps must be followed:</p> <p>Step 1: Input the 930 Detail and the 932 Termination of Detail into the DCPDS Detail Information area based on the information received on the RPA. This entry will produce an experience entry to CPDSS after the end of day is processed. <i>Remember the RPA is for informational purposes only, once the information is input the RPA is deleted.</i></p> <p><b><i>NOTE: If the prior detail is to the same position as the current detail, then the prior detail will require a new sequence number to avoid erroneous CPDSS experience entries.</i></b></p> <p>Step 2: It will be necessary to produce a Psuedo SF 50 for the 930 and the 932, which will need to be scanned into the employee's electronic OPF. <i>(For information on the Psuedo SF 50, see guidance beginning on page 19 of this guide)</i></p>
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## REQUIRED FIELDS

This screen gives you a quick overview of how to get the information you need for the required fields.

Data Field	Description/Action
<b>Nature of Action</b>	Type in or click the LOV and select from the 900 NOAs. Required field. <b>930</b> =Detail NTE and <b>931</b> =Extension of Detail and <b>932</b> =Termination of Detail
<b>Legal Authority Code 1</b>	Type in or click the LOV and select from rules. ( <i>AF Table 14-C attached</i> ).
<b>Type Detail</b>	Type in or click the LOV
<b>Unclassified Duties</b>	Defaults to No (N)– can override
<b>Position Number</b>	Position number cannot be blank or null. The CPCN + sequence number of position detailed to, separated by a period; e.g., 12345.7710. <b>Note:</b> The position number is required and must match the position number and sequence of a position in the database where the detail is recorded.
<b>Total Days This Detail</b>	Type in number of days
<b>Demo Location Code</b>	Type in or click the LOV if Demo Project
<b>Demo Broadband</b>	Type in number if Demo Project
<b>Demo Pay Plan</b>	Type in or click the LOV if Demo Project
<b>Premium Pay Indicator</b>	Type in or click the LOV

Air Force Table 14-C

DETAILS

	A	B	C	D	E	F
R U L E	IF DETAIL	AND DETAIL IS TO	THEN NOAC IS	NOA IS	AUTH CODE IS	<b>AUTHORITY IS</b> (See Air Force Table 14R, blue pages for required remarks)
A	Does not require approval or special authority from OPM	A position at a higher grade during a major reorganization	930	Detail NTE	VPM	5 U.S.C. 3341 Reorg
B		A position at a higher grade when a major reorganization <b>is not</b> underway			VZL	5 U.S.C. 3341 Other
C		A position at the same or lower grade with known growth or promotion potential			VWM	5 U.S.C. 3341 Growth
D		A position at the same or lower grade with <b>no known</b> growth or promotion potential or with no greater potential than position from which employee is detailed			VLM	5 U.S.C. 3341
E	Ends or is terminated		932	Termination of Detail	VLM	5 U.S.C. 3341

Air Force Supplement to OPM Guide to Processing Personnel Actions

Air Force Table 18-D

**Extension of Temporary Actions**

	A	B	C	D	E	F
R U L E	If action is extension of	And Total Time on Detail will be	Then NOA is	NOA is	AUTH CODE IS	AUTHORITY IS
<b>A</b>	Detail to a position at a higher grade during a major reorganization	120 days or less	931	Ext of Detail NTE (date)	VPM	5 U.S.C. 3341 Reorg
<b>B</b>	Detail of employee serving under appt in Competitive Service	121 days – 1 yr				5 U.S.C. 3341 Reorg and Reg 335.102 Comp
<b>C</b>	Detail to a position at a higher grade when a major reorganization	120 days or less			VZL	5 U.S.C. 3341 Other
<b>D</b>	<u>is not</u> underway of an employee serving under appt in the Competitive Service	121 - 240 days			VZL and N3M	5 U.S.C. 3341 Growth and Reg 335.102 Comp
<b>E</b>	Detail to a position at the same or lower grade with known growth or promotion potential	120 days or less			VWM	5 U.S.C. 3341 Growth
<b>F</b>	Detail of employee serving under appointment in the Competitive Service	121 days – 1 yr			VWM and N3M	5 U.S.C. 3341 Growth and Reg 335.102 Comp

<b>G</b>	Detail to a position at the same or lower grade with <b>no known</b> promotion potential or an employee serving under appt in the Competitive Service	1 year or less			VLM	5 U.S.C. 3341
<b>H</b>	Detail to a position at a higher grade during a major reorg, or;  Detail of an employee serving under appt in the Excepted Service				VIM	5 U.S.C. 3341 Exc-Reorg
<b>I</b>	Detail to a position at a higher grade when a major reorg <b>is not</b> underway, or;  Detail of an employee serving under appointment in the Excepted Service	240 days or less			VMM	5 U.S.C. 3341
<b>J</b>	Detail to a position at the same or lower grade of employee serving under appt in the Excepted Service	1 year or less			VNM	5 U.S.C 3341
<b>K</b>	Detail of an employee serving under appt in the Senior Executive Service (SES)					
<b>L</b>	Detail to state or local govt under the Intergovernmental Personnel Act (IPA)					
<b>M</b>	Detail to an international org	No more than 8 years			VGM	5 U.S.C. 3343

NOTE: Extensions of details, other than ones that are to state or local government or to an international organization, may be made only in increments of 120 days or less. For example, you may make an initial detail for 120 days, an extension for 120 days, and another extension for 120 days.

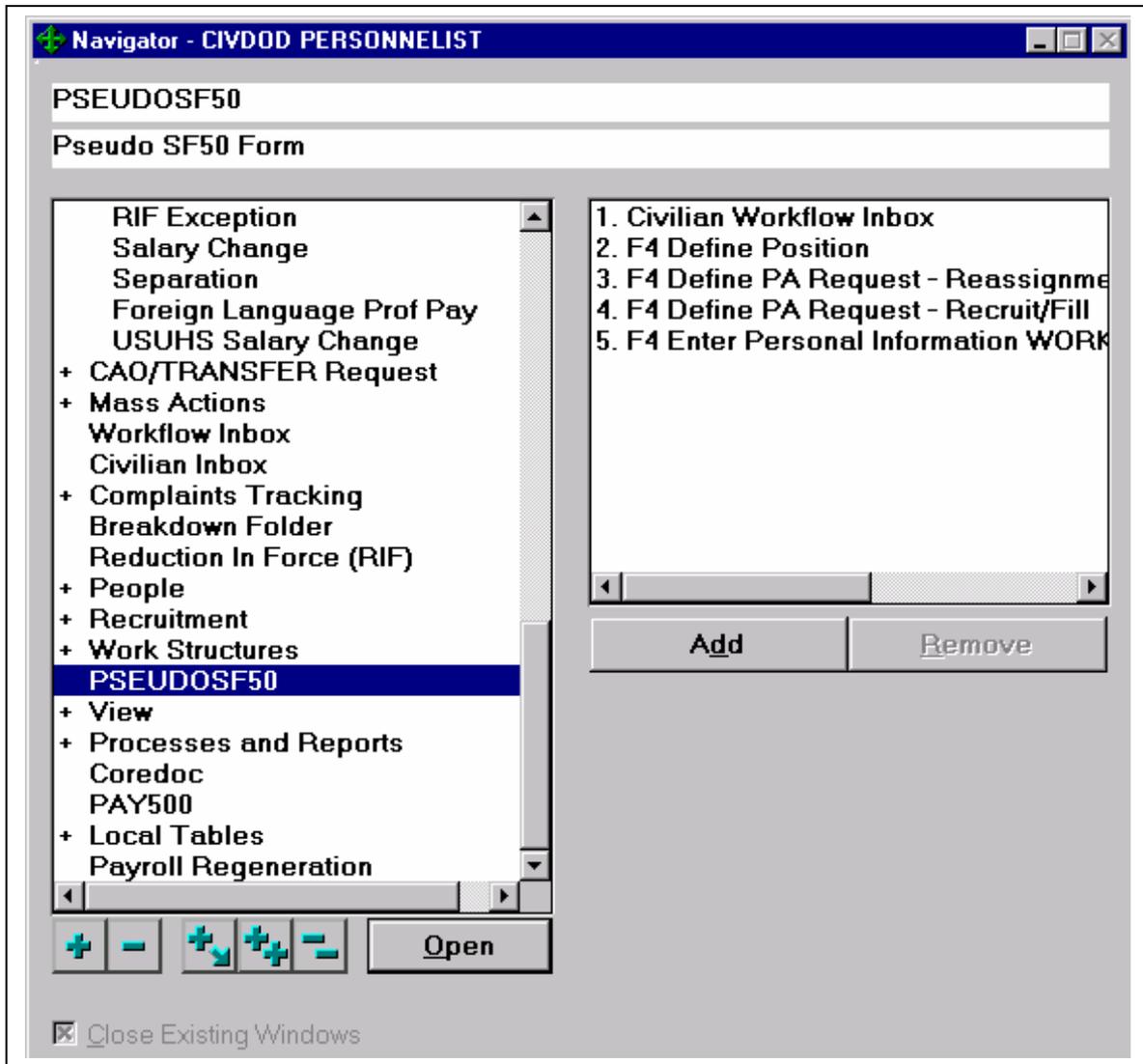
Correction/Cancellation of a Detail, (Pseudo SF-50)

- DCPDS will **not allow** the creation of a **correction 002** or **cancellation 001** of an action that was not processed/updated in DCPDS. Since the detail NPAs will be generated from the Special Information Type, detail data area it will be necessary to correct or cancel the NPA with the **Pseudo 50**.

Steps to take with the Correction or Cancellation Pseudo 50

STEP	Correct or Cancel Details
1	The staffer will complete the Pseudo 50 in DCPDS for the correction and/or cancellation.
2	Using the <b>“Report”</b> button, the staffer will generate a hard copy of the Pseudo 50.   <b>WARNING:</b> Once the Pseudo SF50 has been generated using the <b>“Report”</b> button, it disappears from the screen and is no longer available.
3	The staffer will print and scan a copy of the Pseudo SF50 into Paris.
4	The AFPC servicing team will notify the CPF when the correction or cancellation has been filed in Paris so that they can print a copy for the employee/manager.
5	<b>REMINDER: If the detail experience history entry is already in CPDSS you must edit or delete the entry based on your correction or cancellation Pseudo SF-50. Don’t forget to delete the information in the Detail SIT in DCPDS.</b>

Step 1: From the Navigation Window select “PSEUDO50”.



## HANDOUT – Sample (002-Correction) PSEUDO SF-50

Pseudo SF50								
NOTIFICATION OF PERSONNEL ACTION: Manual SF-50 Build								
1. Last Name		First Name		Middle Name				
2. Social Security Number		3. Date of Birth		4. Effective Date				
		22-NOV-1967		22-DEC-2001				
<b>FIRST ACTION</b>			<b>SECOND ACTION</b>					
5-A. Code	5-B. Nature of Action		6-A. Code	6-B. Nature of Action				
002	Correction		930	Detail NTE 08-OCT-2002				
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				
<b>FROM INFORMATION</b>			<b>TO INFORMATION</b>					
7. Position Title		Number		15. Position Title		Number		
FIREFIGHTER		51888.		FIREFIGHTER (EMERGENCY MEDICAL)		68074.		
8. Pay Plan	9. Occ. Code	10. Grade or Level		16. Pay Plan	17. Occ. Code	18. Grade or Level		
GS	0081	06		GS	0081	06		
11. Step or Rate	12. Total Salary		19. Step or Rate		20. Total Salary			
03	28,337.00		03		28,337.00			
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay		20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay		
26,093.00	2,244	28,337.00		26,093.00	2,224	28,337.00		
12D. Other Pay	13. Pay Basis		20D. Other Pay		21. Pay Basis			
0	Per Annum		0		Per Annum			
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization				
UCEFO ORIGINALLY UPO				UCEFO ORIGINALLY UPO				
88 CIVIL ENGINEER GP				88 CIVIL ENGINEER GP				
MTC COMMAND: 1M				MTC COMMAND: 1M				
FIRE OPERATIONS ORG-STR: UCEFO				FIRE OPERATIONS ORG-STR: UCEFO				
WRIGHT PATTERSON AFB OH 45433-0000				WRIGHT PATTERSON AFB OH 45433-0000				
AUTH PAS: WE1MFG4W				AUTH PAS: WE1MFG4W				
<b>EMPLOYEE DATA</b>								
23. Veterans Preference		24. Tenure		25. Agency Use		26. Vet Pref for RIF		
2 5-Point		1 Permanent - Tenure Group				<input checked="" type="radio"/> Yes <input type="radio"/> No		
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant				
C0 Basic only		9 Not Applicable		0 Regular Rate				
30. Retirement Plan		31. Service Comp. Date (Leave)						
M FERS and FICA-Special		16-NOV-1989						
32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period						
F Full-Time								
<b>POSITION DATA</b>								
34. Position Occupied		35. FLSA Category		36. Appropriation Code				
1 Competitive Service		N Nonexempt		1. 4EF00 72879V 2.				
37. Bargaining Unit Status		38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)				
AF1808 AFLC IAFF/AFLC Council		399165057		WRIGHT PATTERSON AFB/GREENE/OHIO				

40. Agency Data	41.	42.	43.	44.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
45. Remarks				
CORRECTS ITEM 32 FROM P.]				
46. Employing Department or Agency			50. Signature/Authentication & Title of Approving Official	
Department of the Air Force			<input type="text"/>	
47. Agency Code	48. Personnel Office ID	49. Approval Date	HUMAN RESOURCE SPECIALIST	
AF1M	2130	05-SEP-2002		
<input type="button" value="Reports"/>			<input type="button" value="Exit"/>	

Click the **Reports** button at the bottom of the Pseudo 50 screen.

The following **REPORT SUBMITTED** notification will display:



Submitting the report will generate a hard copy of the Pseudo 50.



**WARNING:** Once the Pseudo SF50 has been generated using the **“Report”** button, it disappears from the screen and is no longer available for editing.

HANDOUT – Sample (001-Cancellation) PSEUDO SF-50

# HANDOUT – Sample (001-Cancellation) PSEUDO SF-50

Pseudo SF50								
NOTIFICATION OF PERSONNEL ACTION: Manual SF-50 Build								
1. Last Name		First Name		Middle Name				
2. Social Security Number		3. Date of Birth		4. Effective Date				
		22-NOV-1967		22-DEC-2001				
<b>FIRST ACTION</b>			<b>SECOND ACTION</b>					
5-A. Code	5-B. Nature of Action		6-A. Code	6-B. Nature of Action				
001	Cancellation		930	Detail NTE 08-OCT-2002				
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				
<b>FROM INFORMATION</b>			<b>TO INFORMATION</b>					
7. Position Title		Number		15. Position Title		Number		
FIREFIGHTER		51888.		FIREFIGHTER (EMERGENCY MEDICAL)		68074.		
8. Pay Plan	9. Occ. Code	10. Grade or Level		16. Pay Plan	17. Occ. Code	18. Grade or Level		
GS	0081	06		GS	0081	06		
11. Step or Rate	12. Total Salary		19. Step or Rate		20. Total Salary			
03	28,337.00		03		28,337.00			
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay		20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay		
26,093.00	2,244	28,337.00		26,093.00	2,224	28,337.00		
12D. Other Pay	13. Pay Basis		20D. Other Pay		21. Pay Basis			
0	Per Annum		0		Per Annum			
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization				
UCEFO ORIGINALLY UPO				UCEFO ORIGINALLY UPO				
88 CIVIL ENGINEER GP				88 CIVIL ENGINEER GP				
MTC COMMAND: 1M				MTC COMMAND: 1M				
FIRE OPERATIONS ORG-STR: UCEFO				FIRE OPERATIONS ORG-STR: UCEFO				
WRIGHT PATTERSON AFB OH 45433-0000				WRIGHT PATTERSON AFB OH 45433-0000				
AUTH PAS: WE1MFG4W				AUTH PAS: WE1MFG4W				
<b>EMPLOYEE DATA</b>								
23. Veterans Preference		24. Tenure		25. Agency Use		26. Vet Pref for RIF		
2 5-Point		1 Permanent - Tenure Group				<input checked="" type="radio"/> Yes <input type="radio"/> No		
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant				
C0 Basic only		9 Not Applicable		0 Regular Rate				
30. Retirement Plan		31. Service Comp. Date (Leave)						
M FERS and FICA-Special		16-NOV-1989						
32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period						
F Full-Time								

POSITION DATA				
34. Position Occupied	35. FLSA Category	36. Appropriation Code		
1 Competitive Service	N Nonexempt	1. 4EF00 72879V	2.	
37. Bargaining Unit Status	38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		
AF1808	AFLC IAFF/AFLC Council	399165057	WRIGHT PATTERSON AFB/GREENE/OHIO	
40. Agency Data	41.	42.	43.	44.
45. Remarks				
<input type="text"/> <input type="text"/> <input type="text"/>				
46. Employing Department or Agency		50. Signature/Authentication & Title of Approving Official		
Department of the Air Force		<input type="text"/> <input type="text"/>		
47. Agency Code	48. Personnel Office ID	49. Approval Date	HUMAN RESOURCE SPECIALIST	
AF1M	2130	05-SEP-2002		
Reports		Exit		

Click the **Reports** button at the bottom of the Pseudo 50 screen.

The following **REPORT SUBMITTED** notification will display:



Click **“OK”**.

Submitting the report will generate a hard copy of the Pseudo 50.



**WARNING:** Once the Pseudo SF50 has been generated using the **“Report”** button, it disappears from the screen and is no longer available.