

Request for Personnel Action SF-52

- OUM/AO initiates SF-52 in FPPS
 - Exception - Requests for filling a vacant/new position are submitted through a portlet in the HR Portal
- Approval chain signs as reviewer/authorizer
- Action sent to OHCM

Types of Actions

(Click to link on additional guidance)

- [Hiring an Employee](#)
- [Employee Loss](#)
- [Details](#)
- [Extending Temporary Actions](#)
- [Placement in a Non-Pay or Pay Status](#)
- [Changing Hours or Work Schedule](#)
- [Others](#)

Hiring an Employee

Examples of some of the types of actions to be initiated under "Hiring an employee":

- [External](#)
- [Internal](#)
- [Promotion](#)
- [Reassignment/Realignment](#)

(Click to link on additional guidance)

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job: []

Employee Loss: []

Details: []

Extending Temporary Action: []

Placement in a Non-Pay or Pay Status: []

Changing Hours or Work Schedule: []

Mass Changes: []

Others: []

Request for Eligibles
Appointment-Permanent
Appointment-Temporary
Appointment-SES/Overseas
Conversion to Temporary Appointment
Conversion to Permanent Appointment
Conversion to SES/Overseas Appointment
Promotion(Temporary and Permanent)
Reassignment
Change to Lower Grade
Appointment Schedule C/Confidential or Policy
FAA - ATC Transfer
FAA - ATC Transfer NTE
FAA - Termination of ATC Transfer NTE
Conversion to Term Appointment

OK Cancel

External

- Organization enters e-52 “**request for eligibles**” utilizing the “Fill a Vacant Position” portlet in the HR Portal (<https://hr.nasa.gov/>); submits PD, and 1630 if needed. PDs will be developed using e-PDS (Electronic Position Description System).
- In the notes section of the e-52, annotate the following:
 - Draft, or classified, ePDS number.
 - If the action is vice employee, please indicate the name.
- PCS funding requirements are defined in the “Hiring Guidance” dated 2/4/09. While it is not necessary to provide the funding WBS in the notes section, that information will be required prior to OHCM making a job offer.
- Approver(s) signs e-52 in FPPS as Reviewer/Authorizer
- Routes e-52 to OHCM for the recruitment.

Internal

- Organization enters e-52 “**request for eligibles**” utilizing the “**Fill a Vacant Position**” portlet in the HR Portal (<https://hr.nasa.gov/>); submits PD, and 1630 if needed. PDs will be developed using **e-PDS** (Electronic Position Description System).

- In the notes section of the e-52, annotate the following:
 - Draft, or classified, ePDS number.
 - If the action is vice employee, please indicate the name.

- Approver(s) signs e-52 in FPPS as Reviewer/Authorizer and routes to OHCM for recruitment.

Promotion

- Organization enters e-52 in FPPS as a “**Promotion Temporary and Permanent**” if the employee is on a career ladder position with promotion potential and is being promoted to the next higher grade level.
- Approver(s) signs e-52 as Reviewer/Authorizer and routes to OHCM for recruitment.

Reassignment/Realignment

- Reassignments from one Directorate to another:
 - Losing OUMs will notify the identified employee(s) of this decision.
 - Both the losing and gaining OUM will determine the effective date of transfer. The employee will be notified of the effective date.
 - Gaining supervisor will need to decide whether the employee will be performing new duties (reassignment) or if the employee's current duties are going to move to the new org (realignment). If there are new duties, then the gaining supervisor will need to prepare a new position description (PD).
- Gaining organization prepares the e-52 as a "reassignment" (losing OUM's POC must provide the employee's SSN) along with a new PD.
- If the move results in a realignment, OHCM will initiate the action.

Employee Loss

Examples of some of the types of actions to be initiated under "Employee Loss":

- Resignation – an employee is resigning from LaRC (reference [Desk Guide for Resignations](#))
- Termination/Transfer Out – an employee is transferring to another Federal Agency (not another NASA center)

NOTE: OHCM will initiate Removal actions, and the NSSC will initiate Retirement and Death actions.

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command: Go

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details: Resignation
Retirement
Termination/Transfer Out
Removal
Death

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

OK Cancel

NBC

Details

See "[Langley Desk Guide for Processing a Detail, Extension and Termination of Detail in FPPS](#)" dated January 2011 for FPPS processing instructions.

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command: Go

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Detail of an Employee
Extension of a Detail
Termination of a Detail

NBC

OK Cancel

Extending Temporary Actions

Organization enters e-52 in FPPS as “Extending Temporary Action” when extending the Not-To-Exceed (NTE) date of a current Term or Temporary employee.

NOTE: OHCM will initiate Extension of LWOP action after submission and approval of NASA Langley Form 54

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Extension of a Temporary Appointment
Extension of a Temporary Promotion
Extension of LWOP or Furlough
Extension of a Temporary Reassignment
Extension of a Position Change
FAA - Extension of ATC Transfer NTE

OK Cancel

Placement in a Non-Pay or Pay Status

- OHCM will initiate Leave Without Pay action after submission and approval of NASA Langley Form 54; and Return to Duty action based on communication with employee while on LWOP.
- OHCM will initiate Suspension actions.

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

Placement in a Non-Pay Status
Leave Without Pay
Furlough
Suspension
Return to Duty
Placement in Pay Status

OK Cancel

Changing Hours or Work Schedule

Organization enters e-52 as:

- **“Change in Work Schedule”** when an employee is changing from full-time to part-time work schedule, or part-time to full-time work schedule.
- **“Change in Hours”** for a part-time employee changing the total number of bi-weekly hours worked (ex. from 50 bi-weekly hours to 60 bi-weekly hours).

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

- Change in Work Schedule
- Change in Hours

Others:

OK Cancel

Others

Organization enters e-52 as:

- **“Position Action Only”** to review/audit a Position Description or amendment of Position Description
- **“Realignment”** when moving a person/position into a new org code (no change to position)

NOTE: For Name Change action, employee must contact the NSSC.

FPPS - [Initiate Action Selection]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

Enter Action Code or select the type of action from one of the drop down lists

Hiring an employee - Changing grade or job:

Employee Loss:

Details:

Extending Temporary Action:

Placement in a Non-Pay or Pay Status:

Changing Hours or Work Schedule:

Mass Changes:

Others:

- Position Action Only
- Position Change
- Realignment
- Change in Duty Station
- Name Change
- Awards and Quality Step Increase
- Administrative Adjustment
- Fill in the Blank
- FAA - ATC Certification
- FAA - Reassignment Bonus

OK Cancel