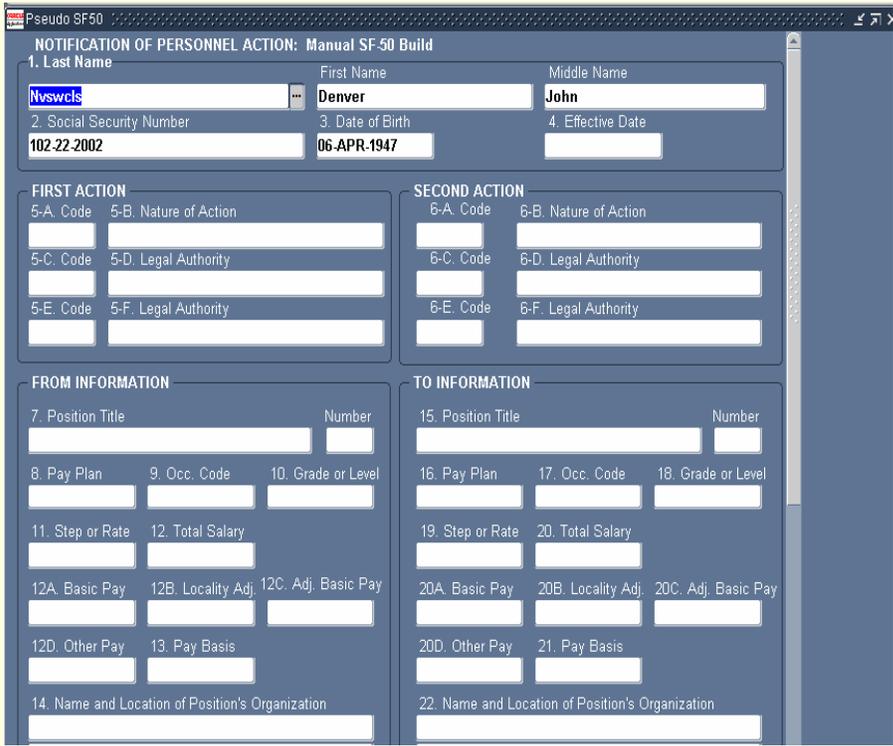


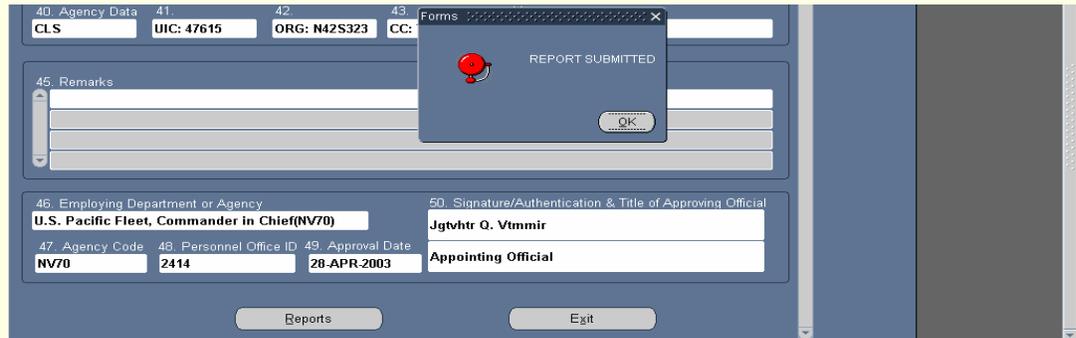
## PSEUDO SF50

The Pseudo SF50 will not update the database. It will only produce a Notification of Personnel Action (NPA) for cancellation of a prior action that has no impact on an employee's current assignment or employment status.

STEP	ACTION
1	<ul style="list-style-type: none"> <li>From the Navigation List – Click on <b>PSEUDOSF50</b> → <b>&lt;Open&gt;</b>.</li> </ul>
2	<p>The <b>Pseudo SF50</b> Window displays.</p> <ul style="list-style-type: none"> <li>With your cursor in Block 1, type the employee's last name and Tab. The LOV displays and populates the rest of the information; e.g., first name, SSN, Date of Birth.</li> </ul> <p> <b>Note:</b> You cannot use the SSN to get the LOV.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>The screenshot shows a web-based form titled 'Pseudo SF50' with the subtitle 'NOTIFICATION OF PERSONNEL ACTION: Manual SF-50 Build'. The form is divided into several sections:         <ul style="list-style-type: none"> <li><b>Block 1:</b> Contains fields for '1. Last Name' (populated with 'Nlswcds'), 'First Name' (populated with 'Denver'), 'Middle Name' (populated with 'John'), '2. Social Security Number' (populated with '102-22-2002'), and '3. Date of Birth' (populated with '06-APR-1947').</li> <li><b>FIRST ACTION:</b> A grid of fields for '5-A. Code', '5-B. Nature of Action', '5-C. Code', '5-D. Legal Authority', '5-E. Code', and '5-F. Legal Authority'.</li> <li><b>SECOND ACTION:</b> A grid of fields for '6-A. Code', '6-B. Nature of Action', '6-C. Code', '6-D. Legal Authority', '6-E. Code', and '6-F. Legal Authority'.</li> <li><b>FROM INFORMATION:</b> Fields for '7. Position Title', 'Number', '8. Pay Plan', '9. Occ. Code', '10. Grade or Level', '11. Step or Rate', '12. Total Salary', '12A. Basic Pay', '12B. Locality Adj.', '12C. Adj. Basic Pay', '12D. Other Pay', and '13. Pay Basis'.</li> <li><b>TO INFORMATION:</b> Fields for '15. Position Title', 'Number', '16. Pay Plan', '17. Occ. Code', '18. Grade or Level', '19. Step or Rate', '20. Total Salary', '20A. Basic Pay', '20B. Locality Adj.', '20C. Adj. Basic Pay', '20D. Other Pay', and '21. Pay Basis'.</li> <li><b>Bottom:</b> Fields for '14. Name and Location of Position's Organization' and '22. Name and Location of Position's Organization'.</li> </ul> </p> </div> <ul style="list-style-type: none"> <li>Fill in the blanks applicable and use the outer scroll bar to move down the form. When you reach the bottom of the outer scroll bar use the inside scroll bar on the right to move down the rest of the form.</li> </ul>

3

- Once all data is entered, Click the **Save**  button on the Toolbar.
- Scroll to the bottom of the form using the inside scroll bar.
- Click **<Reports>**. The pop-up Forms Window is displayed.
- Click **<OK>**.



4  
**VIEW AND  
PRINT**

To view and print the Pseudo SF50:

- On the Main Menu Bar – Click **View** → **Requests**



5

The Find Requests Window is displayed.

- Click <Find>.

6

The Requests Window is displayed. Select Pseudo SF50.

- Click <View Output>.

Request ID	Name	Parent	Phase	Status	Parameters
123662	Pseudo SF50		Completed	Warning	63
122547	Notification of Personnel		Completed	Warning	68904, 1814, Y, N
122546	Notification of Personnel		Completed	Warning	68899, 1814, Y, N
122524	Notification of Personnel		Completed	Warning	39338, 1814
122514	Notification of Personnel		Completed	Warning	63186, 1814
122504	Process Mass Realignme		Completed	Warning	924, CREATE
122227	Process Mass Realignme		Completed	Warning	923, CREATE
121806	Security List Maintenanc		Completed	Normal	22-APR-2003, NAVY.TESTBUILD01S
120726	Notification of Personnel		Completed	Warning	66129, 1814
120725	Name Change (NAMCHA)		Completed	Warning	18-APR-2003, 66129

7

The Pseudo SF50 displays using GhostView.

- To print - Click on **File** → **Print**

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

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) Nyswck, Denver John		2. Social Security Number 102-22-2002	3. Date of Birth 04-06-47	4. Effective Date 04-21-03
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code 840	5-B. Nature of Action Individual Cash Award	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 MATERIALS HANDLER 56719		15. TO: Position Title and Number MATERIALS HANDLER 56719		
8. Pay Plan WG	9. Occ. Code 6907	10. Grade/Level 04	11. Step/Rate 01	12. Total Salary \$ 12.24
13. Base Pay \$ 12.24	13A. Locality Adj. \$ .00	13C. Adj. Base Pay \$ 12.24	13D. Other Pay \$ .00	13E. Pay Bank PH
16. Pay Plan WG	17. Occ. Code 6907	18. Grade/Level 04	19. Step/Rate 01	20. Total Salary/Award \$ 500.00
21A. Base Pay	21B. Locality Adj.	21C. Adj. Base Pay	21D. Other Pay	21E. Pay Bank
14. Name and Location of Position's Organization ACOS WEAPONS ORDNANCE RENOVATION BRANCH ENGINEERING & RANGE SUPPORT UNIT NWS SEAL BEACH COMNAVREG5W, SAN DIEGO CA 92133		22. Name and Location of Position's Organization ACOS WEAPONS ORDNANCE RENOVATION BRANCH ENGINEERING & RANGE SUPPORT UNIT NWS SEAL BEACH COMNAVREG5W, SAN DIEGO CA 92133		
<b>EMPLOYEE DATA</b>				
23. Veterans Preference 2 1 - None 2 - 5-Point 3 - 10-Point/Disabled 4 - 30-Point/Competitive 5 - 30-Point/Other 6 - 30-Point/Competitive/30%		24. Tenure 2 0 - None 1 - Conditional 2 - Permanent 3 - Indefinite		25. Agency Use
27. FEGLI CO Basic only		28. Annuity Indicator 9 Not Applicable		26. Veterans Preference for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
29. Pay Rate Determinant 0		30. Retirement Plan K FEBS and FICA		31. Service Comp. Date (Leave) 01-12-99
32. Work Schedule F Full-Time		33. Part-Time Hours Per Pay Period		
<b>POSITION DATA</b>				
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code PSEUDO
37. Bargaining Unit Status 7777		38. Duty Station Code 063558059		
39. Duty Station (City - County - State or Overseas Location) SEAL BEACH / ORANGE / CALIFORNIA		40. Agency Data		
41. CLS	42. UIC: 47615	43. ORG: N42S323	44. CC: 7W42F6	PAY OFF: CH/LOC ID:

8

- To close GhostView - Click **File** → **Exit**
- This will return you to the Requests Form – Click **File** → **Close Form**
- This will return you to the Pseudo SF50, scroll to the bottom of the form,
- Click **<Exit>**.



**Note:** Once you leave Pseudo SF50 window the information you have typed will not be saved.

9



**Notes:** To tell the difference between the Psuedo 50 & the Modern generated NPA, check the approval date of the NPA. The Psudeo 50 approval date will show as MM-DD-YY (the year only has 2 characters), but the Modern generated NPA approval date will show as MM-DD-YYYY (the year has 4 characters) .

Another option would be to type the word "PSUEDO" in Block 36 of the Pseudo SF50.



	<p><b>Caution:</b> A Pseudo SF50 cannot be corrected.</p>
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