



U.S. Department of Veterans Affairs

Office of the Chief Human Capital Officer

VA Central Office
Washington, DC

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OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (OCHCO) BULLETIN

SUBJECT: Coding of Veterans Preference, Veterans Status and Veterans Preference for Reduction in Force (RIF) in HR Smart

This OCHCO Bulletin reminds the Department of Veterans Affairs (VA) Human Resources (HR) professionals to ensure they code Veterans preference, Veterans status and Veterans preference for RIF for all accessions, corrections and changes when processing a Request for Personnel Action (SF-52) in HR Smart, VA's electronic system for processing personnel actions.

When a Staff Office or Service Line submits an SF-52 for processing, the HR professional must ensure they complete blocks 23 and 26. HR professionals should also review blocks 23 and 26 for accuracy when processing other actions such as: conversions, cancellations, reassignments, promotions, changes to lower grade, leave without pay, name changes, separations, quality step increases, mass transfers or realignments.

The HR professional will review the *Certificate of Release or Discharge from Active Duty*, which is generally referred to as a DD Form-214, and if applicable, the rating letter from the Veterans Benefits Administration to complete the SF-52 to enter the Veterans preference, Veterans status and Veterans preference for RIF in HR Smart. The HR Specialist will process the SF-52 in HR Smart which produces a Notification of Personnel Action (SF-50) document that will be placed in the employee's electronic Official Personnel Folder (eOPF). The HR professional is responsible for reviewing the SF-50 for accuracy before releasing the action in the employee's eOPF. The HR professional must immediately correct any errors found on the SF-50 to ensure proper coding of Veterans preference and Veterans preference for RIF in HR Smart and accurate related documentation (SF-50).

HR professionals may refer to the [VET GUIDE for HR Professionals](#) for [detailed information on Veterans Preference to include why, when and types of preference](#).

HR professionals may refer to the table below for information on how to document Veterans preference, Veterans status and Veterans preference for RIF data. However, the [Guide to Processing Personnel Actions](#), [Documenting Veterans Preference](#) and HR Smart guidance provides more detailed, current information and must be used for reference purposes.

OCHCO Bulletin Coding of Veteran Status, Veteran Preference and Veteran Preference for RIF (cont.)

	SF-52	Veterans Info in HR Smart	SF-50
Veterans Preference	Block 23	10 Point 30% + Comp 10 Point Comp < 30% 10 Point Disability 10 Point Other 5 Point None	Block 23
Veterans Status	Block 50	Exempt from Reporting Not a Veteran Not a Vietnam-Era Veteran Post-Vietnam-Era Veteran Pre -Vietnam Era Veteran Vietnam-Era Veteran	N/A
Veterans Pref for RIF	Block 26	Check field if - Yes Leave field blank if - No	Block 26

ACTION REQUIRED: VA HR Officers must ensure that HR professionals properly code all personnel actions in HR Smart resulting in an SF-50 which accurately reflects Veterans preference, Veterans status and Veterans preference for RIF.

HR professionals may direct questions about this bulletin to the Title 5 Staffing Policy team at vatitle5staffingpoli@va.gov or Title 38 Staffing Policy team at vatitle38staffingpol@va.gov.

ISSUED BY: VA/OCHCO/Recruitment and Placement Policy Service