

How to Read Your PS Form 50: Every Block Explained

MyPostalPay Staff

What is it: PS Form 50 is your “Notification of Personnel Action” — the official record of every change to your employment status. You get one every time you’re hired, converted, promoted, reassigned, get a step increase, change retirement codes, or separate. It’s the single most important document in your personnel file, and most employees never learn how to read it.

Understanding your PS Form 50 matters because it controls your pay, your benefits eligibility, your retirement computation, and your service history. If something is wrong on your Form 50, it can silently cost you money for years — and correcting it retroactively is a headache. Here’s a plain-English guide to the blocks that matter most.

Where to Find Your PS Form 50

eOPF (Electronic Official Personnel Folder) is the primary source. You can access it through LiteBlue at liteblue.usps.gov. Log in, navigate to eOPF, and you’ll find every PS Form 50 that’s been generated for your career. They’re listed in reverse chronological order.

Your local HR office can also provide hard copies, though eOPF is faster and more reliable.

Former employees who no longer have LiteBlue access can request copies from the National Personnel Records Center (NPRC) through the National Archives.

Pro tip: Download and save a copy of every PS Form 50 you receive. Don’t rely solely on eOPF — system migrations and processing delays can occasionally cause gaps. Having your own records makes grievances and retirement calculations much easier.

The Blocks That Matter Most

PS Form 50 has dozens of numbered blocks. You don’t need to understand all of them, but these are the ones that directly affect your pay, benefits, and retirement.

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