UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

The Guide to Processing Personnel Actions

OPM.GOV

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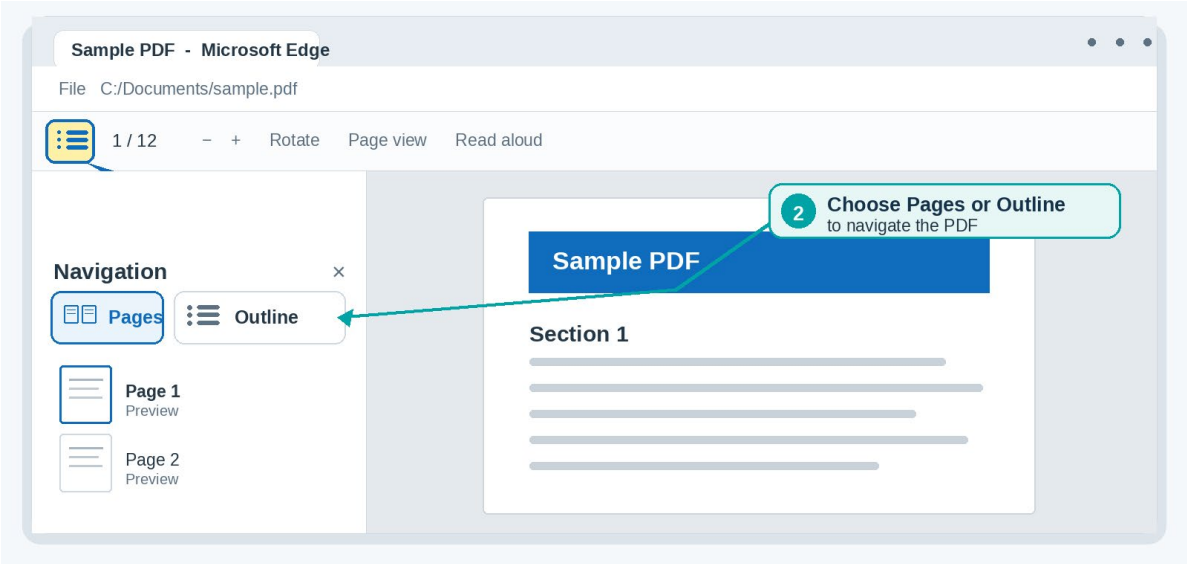

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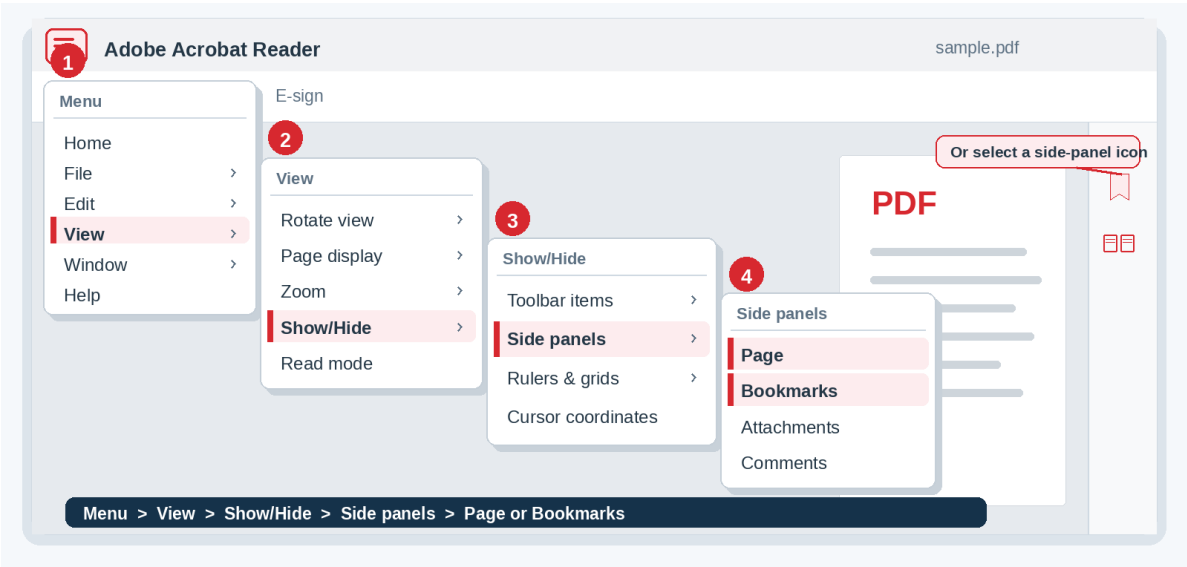

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The Guide to Processing Personnel Actions (GPPA) Chapters:

Chapter 1: Introduction to the Guide to Processing Personnel Actions

Chapter 2: Reserved

Chapter 3: General Instructions for Processing Personnel Actions

Chapter 4: Requesting and Documenting Personnel Actions

Chapter 5: Reserved

Chapter 6: Creditable Service for Leave Accrual
(NOAC: 882)

Chapter 7: Documenting Veterans' Preference
(NOAC: 883)

Chapter 8: Reserved

Chapter 9: Career and Career-Conditional Appointments
(NOAC: 100, 101, 130, 140, 141, 500, 501, 540, 541)

Chapter 10: Nonstatus Appointments in the Competitive Service
(NOAC: 107, 108, 115, 120, 122, 124, 190, 507, 508, 515, 520, 522, 524, 590, 760, 765)

Chapter 11: Excepted Service Appointments
(NOAC: 130, 170, 171, 190, 570, 571, 590, 760)

Chapter 12: Reserved

Chapter 13: Senior Executive Service (SES)
(NOAC: 142, 143, 145, 146, 147, 148, 149, 190, 542, 543, 546, 548, 549, 590, 762)

Chapter 14: Promotions; Changes to Lower Grade, Level, or Band; Reassignments; Position Changes; and Details
(NOAC: 702, 703, 713, 721, 730, 731, 732, 740, 741, 769, 770)

Chapter 15: Placement in Nonpay or Nonduty Status and Documentation of Written Warnings
(NOAC: 430, 450, 451, 452, 460, 471, 473, 480, 772, 773)

Chapter 16: Return to Duty (RTD) from Nonpay Status
(NOAC: 280, 292)

Chapter 17: Pay and Step Changes
(NOAC: 810, 818, 819, 866, 888, 890, 891, 892, 893, 894, 896, 897, 899)

Chapter 18: Exceptions to Reduction in Force Release
(NOAC: 755)

Chapter 19: Continuance Not to Exceed (NTE)
(NOAC: 750)

Chapter 20: Name Change
(NOAC: 780)

Chapter 21: Realignment and Mass Transfer
(NOAC: 132 and 790)

Chapter 22: Change in Federal Employees' Group Life Insurance and Election of Living Benefits
(NOAC: 805, 806, 881)

Chapter 23: Change in Duty Station
(NOAC: 792)

Chapter 24: Change in Work Schedule/ Change in Hours
(NOAC: 781, 782)

Chapter 25: Reserved

Chapter 26: Change in Tenure Group
(NOAC: 880)

Chapter 27: Phased Employment/Phased Retirement
(NOAC: 615, 616)

Chapter 28: Change in Data Element
(NOAC: 800, 803)

Chapter 29: Bonuses, Awards, and Other Incentives
(NOAC: 815, 816, 817, 822, 823, 825, 827, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 878, 879, 885, 886, 887, 889)

Chapter 30: Retirements
(NOAC: 300, 301, 302, 303, 304, 307, 308)

Chapter 31: Separations by Other than Retirement
(NOAC: 312, 317, 330, 350, 351, 352, 353, 354, 355, 356, 357, 385, 390)

Chapter 32: Corrections, Cancellations, Replacement, Newly Required, and Interim Relief Actions
(NOAC: 001, 002, 198, 199, 293, 867, 868)

Chapter 33: Documentation of Volunteer Service

Glossary

Chapter 1: Introduction to the Guide to Processing Personnel Actions

Contents

Subchapter 1: Introduction....2

1. Authority....2
2. Coverage....2
3. Documentation of Personnel Actions....2
4. Nature of Action, Legal Authority, and Remarks....3
5. Other Standard Form 50 Data....6
6. Cancellations and Retroactive Personnel Action....6
7. Need for Accuracy and Use of Personnel Action Data....6
8. Questions Regarding Unusual Cases....6

Subchapter 2: How to Use the GPPA....7

1. How the Guide is Organized....7

Job Aid....8

Preparing to Process Personnel Actions....8

Instructions for Processing Personnel Actions....9

How to Use a Decision Logic Table....10

Subchapter 1: Introduction

1. Authority

The Office of Personnel Management's (OPM) authority to prescribe reporting requirements covering personnel actions is in 5 USC 2951. 5 CFR 9 extends the authority to all types of appointments and personnel actions under Title 5.

2. Coverage

"The Guide to Processing Personnel Actions" (GPPA) contains OPM's instructions on how to prepare personnel actions. Agencies may supplement additional instructions and require additional documentation than what's called for. In no case may an agency document derogatory or medical information if such information is not authorized within the GPPA.

3. Documentation of Personnel Actions

a. Request for Personnel Action, Standard Form 52. A Request for Personnel Action is documented on Standard Form (SF) 52 or an approved agency-equivalent form. It is initiated for actions such as hiring a candidate. The action is forwarded for necessary approvals (e.g., budget office, classification, staffing, and other personnel specialists). Once reviewed and approved, the action is processed in the agency's automated personnel system. Chapter 4 explains how to complete the action and applies to equivalent forms.

b. Notification of Personnel Action, Standard Form 50. When the SF-52 is processed and signed by the appropriate authority, it becomes an SF-50. The SF-50, a list form of notice (mass action), or an approved agency equivalent form, constitutes official documentation of Federal employment. Chapter 4 explains how to complete the action, a list form of notice, and applies to equivalent forms.

i. Employees must receive a Notification of Personnel Action as the official notification and documentation to the employee for all accessions, conversions, and separations (with a Nature of Action Code (NOAC) beginning with 1, 3, or 5) and for all corrections and cancellations of these types of actions. Mass actions may be documented by a list form.

ii. A Notification of Personnel Action is not required for the following actions:

Realignment; Exception to Reduction in Force Release; Recruitment, Relocation and/or Retention Incentive; Referral Bonus; Student Loan Repayment; Individual or Group Time Off Award; Individual Cash Award Rating Based or Non-Rating Based; Group Award; Lump Sum Performance Payment; Suggestion/Invention

Award; Foreign Language Award; Savings Incentives; and Senior Executive Service (SES) Performance Award.

For these actions, agencies may choose to notify employees with a copy of the Notification of Personnel Action or with another requirement listed in Chapter 4.

c. Enterprise Human Resource Integration. GPPA data is collected to meet Government-wide human resource information needs and is used to evaluate and formulate HR systems and programs. All actions described in the GPPA are reported to Enterprise Human Resources Integration (EHRI), a centralized, automated information system that provides statistics on Executive Branch employment to the Congress, OPM, and other agencies, unless specifically noted in the Guide to Human Resources Reporting (GHRR).

4. Nature of Action, Legal Authority, and Remarks

Each chapter contains instructions on how to select the nature of action (NOA), NOA code (NOAC), legal authority(ies), legal authority code (LAC), and remarks for the action. A complete list is published in the EHRI Data Standards.

a. Nature of Action

i. The NOA explains the action occurring (e.g., "appointment" or "promotion"). Each NOA has a unique numerical code. A chapter table directs which code to use.

ii. The first digit of the NOAC indicates the type of action. The second/third digit indicates the particular kind of action (e.g., "promotion" or "resignation")

- 000 series—(reserved for use by agencies)
- 100 series—appointment
- 200 series—return to duty from nonpay status
- 300 series—separation
- 400 series—placement in nonpay and/or nonduty status
- 500 series—conversion to appointment
- 600 series—(reserved for OPM use)
- 700 series—position, extension, and miscellaneous change
- 800 series—pay and miscellaneous change
- 900 series—(reserved for use by agencies)

iii. Nature of action codes 000-899 may be used only as authorized by OPM. If your agency is authorized to use these codes, your personnel office will have instructions on when and how they are to be used.

iv. Codes 900-999 may be used by agencies to document personnel matters of interest to the agency and for which OPM does not require a SF-50. (e.g., a change in the employee's position number or appropriation the employee is paid from). The exception is when an agency uses the SF-50 instead of an agency form to document actions approved for long-term OPF retention. Actions in the 900 series are not reported in EHRI dynamics submissions.

b. Legal Authority

i. The legal authority is the law, Executive Order (EO), regulation, agency directive, or instruction under which the personnel action is taken. While the NOA identifies the personnel action, the authority identifies the specific circumstances under which the action is taken.

ii. Each authority has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. A table will direct which code to use and the particular legal authority. When more than one authority and code is required, you must enter them in the order in which they are listed in the GPPA.

iii. Legal authority codes (LAC) beginning with an alpha character and numbers "1" - "5," are reserved for use by OPM to identify authorities reported to EHRI. An agency may create its own LAC, using "6," "7," "8," or "9" as the first character of the code, to identify a unique agency authority. Such an authority may be cited on an action only when the action is not reported to EHRI or when the authority cited is to be used as a second LAC that is reported to EHRI. Agencies must coordinate the creation and use of all LACs through OPM.

iv. To obtain the LAC to be cited for a new law, EO, regulation, or other authority, contact the Program Manager of OPM's Human Resources Line of Business (HR LOB) office via DataElementRequest@opm.gov along with supporting information.

c. Remarks

i. Remarks are put on the SF-50 to explain the action to the employee, the payroll office, future employers, OPM, and to other Federal agencies. For some actions, specific remarks are always required; for others, the remarks will vary according to the employee's situation or work history. Chapter tables direct which remarks to use to document personnel actions.

Where remarks are standardized, agencies may not change or alter them without prior written approval from OPM. Except as noted below agencies may supplement the remarks to explain actions.

- When employee whose appointment does not afford appeal rights submits a resignation or retirement, or is separated by the agency, no agency reasons for or explanation of the separation ("agency finding") may be placed on the action.
- When an employee whose appointment does afford appeal rights submits a resignation or retirement before receiving written notice of a proposed disciplinary or adverse action, no remarks regarding the proposal may be placed on the action.

The first character of a remark code indicates the purpose for which the remark is used; the other characters of the code have no significance.

First Character	Remarks Explained
A	Appointment Limitations
B	Benefits and Leave Entitlements
C	Corrections and Cancellations
E	Employment Conditions
G	Service Credit
K	Position Change Actions
M	Miscellaneous Information
N	Additional Pay to Relocate or to Accept a Reassignment
P	Rate of Pay
R	Resignation, Retirement, Failure to Relocate or Reassign
S	Agency's Comments on Employee's Separation
T	Tenure
X	Retained Grade and Pay
Y-Z	(Reserved for internal use by agencies)

5. Other Standard Form 50 Data

OPM developed standard codes to record data on personnel action forms and to report data to EHRI. The codes and their definitions are published in EHRI Data Standards. Only the codes listed in the EHRI Data Standards may be used to document information in the following blocks:

SF-52	SF-50/SF-50-B
5-6	5-6
8-13	8-13
16-21	16-21
23-24	23-24
26-30	26-30
32-35	32-35
37-38	37-38
45-51	47-48

6. Cancellations and Retroactive Personnel Action

Follow the instructions in Chapter 32 to correct or cancel actions processed in error.

7. Need for Accuracy and Use of Personnel Action Data

a. Personnel action data is used to make policy decisions on personnel programs which affect current and future Federal employees. The data reported to EHRI may also be used by the National Personnel Records Center (NPRC).

b. To protect the interests of employees and the Government, it is critical that actions are documented correctly. It is important that the data on each action discussed in the GPPA be reported to EHRI accurately and on a timely basis. The GHRR explains how and when to submit data to EHRI. When data is received by OPM, it is rigorously screened and edited. Lists of errors found during the screening process are sent back to the submitting agencies for corrective action.

8. Questions Regarding Unusual Cases

An agency's HR Office should direct questions to the HR LOB Program Manager at persaction@opm.gov.

Subchapter 2: How to Use the GPPA

1. How the Guide is Organized

The chapters contain general instructions for processing and completing personnel actions. Each specific type of action is covered in a separate chapter. Chapters 9 through 32 contain:

- an introduction to the personnel action
- processing instructions, decisions, and actions to be completed
- tables to select the correct coding for the SF-52 and SF-50

Most of the instructions and tables for a particular action are in the same chapter. There will be times, however, when you will have to reference other chapters or outside information.

- When a table in one chapter applies to several kinds of actions and the table is not present in the other chapter, you will be guided to it.
- Instructions regarding benefits are printed elsewhere in OPM publications.
- Instructions applying to more than one action have been combined in Chapters 3 and 4.

Job Aid

Preparing to Process Personnel Actions

When you process personnel actions, there are forms you will use, terms you will hear, and manuals to which you will refer.

Step	Action
1	Review reference materials to use when processing personnel actions: • Title 5, United States Code (USC) • Title 5, Code of Federal Regulations (CFR) • Guide to Personnel Recordkeeping (GPR) • Data Policy & Guidance • CSRS/FERS Handbook • Federal Employees Group Life Insurance (FEGLI) Handbook https://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/publications-forms/fegli-handbook/ • FEHB Program Handbook - Annuitants • Benefits-related Resources • Guide to HR Reporting (GHRR)
2	Review your agency's specific instructions for processing personnel actions.
3	Become familiar with 5 USC and 5 CFR as the authority is cited on many personnel actions. The CFR is updated through daily publications of the Federal Register.
4	Become familiar with personnel language. • Read through the Glossary of Terms (Chapter 35). • Refer to the Glossary often to review definitions.
5	Become familiar with personnel forms. Thoroughly read the instructions on the form and in the GPPA before using.

Instructions for Processing Personnel Actions

The chapters will tell you how to select the codes and information to enter on the personnel action. If you do not have all the information you need for the action, or about the employee it concerns, **ask questions** because your documentation affects employees' rights and benefits.

Step	Action
1	Decide what kind of action has been requested or is needed. Most personnel actions are processed starting with the receipt of a request for personnel action. Check blocks 5-B and 6-B in Part B. If you cannot tell from the SF-52, ask the person who approved the action.
2	Locate the correct chapter for instructions on processing the action. • Use the aids, the Table of Contents, and search feature to choose the most likely chapter. If terms are unfamiliar to you, refer to the Glossary. Once you have chosen a likely chapter, review the chapter contents page and the coverage section for the chapter. These will help you decide whether the instructions you need are contained in the chapter.
3	Follow the instructions carefully. • Read the narrative information included in the chapter before going to the tables and figures. **Note:** there are instructions that refer to special situations that may occur which the tables and figures may not address. • The instructions cover only OPM requirements and may not include everything your agency requires. If your agency has its own processing instructions, you must follow them as well. Because each personnel office may operate under different procedures, the GPPA does not tell you who is responsible for each step in the processing. • When you find that a step has already been completed, check to see that it was completed correctly. **Do not** copy something from a previous action. If there was a mistake with the previous action and you copy it, your mistake may affect the employee's rights and benefits. • The chapter(s) will tell you how to select the codes and information to enter into the action. Chapter 4 provides general information on how to complete actions and explains what the final SF-50 must contain.

How to Use a Decision Logic Table

A Decision Logic Table gives instructions in the form of a chart. The Tables help you select the information which must be entered on the personnel action.

A sentence in a Decision Logic Table is called a "rule." The rule shows conditions which must be considered, their relationships with each other, and the instructions.

The tables are read across (horizontally) from left to right.

For example, Rule 1 below reads, "**If the appointment is based on the**" "Selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining" "**And the appointment is**" "With Career-Conditional Status", "**Then NOA is a**" "Career-Cond Appt."

Rule	If the appointment is based on the	And the appointment is	Then NOA is a
1	Selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining	With Career-Conditional Status	Career-Cond Appt
2	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	With Career Status	Career Appt
3		With Career-Conditional Status	Career-Cond Appt

Rule 2 above reads, "**If the appointment is based on the**" "Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated", "**And the appointment is**" "With Career Status", "**then the NOA is a**" "Career Appt." Notice you read each rule **with the heading** for each column.

Rule 3 above reads "**If the appointment is based on the**" "Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated", "**And the appointment is**" with Career-Conditional Status", "**Then the NOA is a**" "Career-Cond Appt."

Each new entry is separated from the preceding one by a horizontal line. If there is no new entry for a particular rule, read the last entry from the rule above. For example, because there is no new entry in the first column (no horizontal line) for Rule 3 above, you would use the same entry used for Rule 2.

Chapter 2: Reserved

Chapter 3: General Instructions for Processing Personnel Actions

Contents

Subchapter 1. General Instructions 2

1. Authority 2
2. Approval of Personnel Actions 2

Subchapter 2. Cancellations and Retroactive Actions 3

1. Coverage 3
2. Reasons for Cancellations and Retroactive Actions 3
3. Decisions Not Requiring Personnel Actions 3
4. Decisions Requiring Preparation of Personnel Actions 4
5. Responsibilities of the Agency to Implement a Decision or Take Corrective Action 4
6. Counseling and Advising Employees on Documentation of Experience Gained During Period of Improper Assignment 7
7. Advice to Employee Regarding Waiver or Overpayment of Pay 7
8. System Records 7
9. Questions Regarding Unusual Cases 7

Subchapter 3. Entrance-On-Duty Process 8

1. Appointments to Federal Civil Service Positions 8
2. Date of Acceptance 8
3. Entrance on Duty (EOD) 8
4. Obtaining Personnel Information from the Prior Employing Agency for Current Federal Employees 8
5. Appointment Documents and Information 8

Subchapter 1. General Instructions

1. Authority

OPM's authority to prescribe reporting requirements covering personnel actions is in 5 USC 2951. 5 CFR 9.2 extends the authority to all types of appointments and personnel actions. EO 12107 delegates OPM the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders. As referenced throughout, the term Official Personnel Folder (OPF) is inclusive of an approved electronic equivalent (eOPF).

2. Approval of Personnel Actions

a. Requirement for approval. Most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual with the power of appointment vested by law or to whom it has been legally delegated. Only an appointing officer may sign/approve and date the certification blocks of the SF-52/50.

b. Delegation of appointing authority. Under 5 USC 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who re-delegates the authority to other members of the personnel staff, as necessary. A delegation of authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and clearly define the extent of the authority (e.g., approve within-grade increase action).

c. Responsibilities of the appointing officer. The appointing officer is responsible for ensuring each personnel action they approve meets all legal and regulatory requirements. The appointing officer is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff about legal authority for the action, including issues such as qualifications, pay, and suitability. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), qualifying experience, and education. In the case of appointments and position change actions (e.g., promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

d. Criteria for selection of appointing officers. Agencies must ensure the appointing authority (that is, the authority to approve and certify actions) is delegated only to

persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements. Agencies must ensure the authority to approve and certify actions is delegated only to persons whose training and experience enable them to review the background of a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a serious responsibility that should not be assigned to personnel who may lack the necessary background and training. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information as to how the determinations were reached, cannot be expected to decide whether specific actions meet legal and regulatory requirements.

Subchapter 2. Cancellations and Retroactive Actions

1. Coverage

These instructions cover cancellations and retroactive actions to implement decisions and apply when the employing agency identifies, outside of the decision process, an erroneous or improper personnel action requiring corrective action. Nothing in these instructions authorizes or permits an agency to enter into a settlement agreement that is contrary to civil service laws or regulations.

2. Reasons for Cancellations and Retroactive Actions

Cancellations and retroactive actions are most frequently processed to implement decisions resulting from the settlement or resolution of a complaint, grievance, appeal of an adverse action, or an arbitral award. They may also be processed when an appointing officer discovers an action the current agency or another agency effected in error (e.g., a within-grade increase for an employee who has not completed the required waiting period due to excess time in nonpay status) or an action which should have been processed and was not.

3. Decisions Not Requiring Personnel Actions

a. An SF-50 is the official record to show a personnel action has been processed. The employee's payroll records (including retirement, tax, and Thrift Savings records) are based on and reflect the salary or pay documented on the employee's SF-50. As a result, when an agency prepares a retroactive, replacement, or newly required personnel action (SF-50), the employee who is the subject of the action is entitled to receive the salary or pay shown on that SF-50 (minus the appropriate deductions). Therefore, when a decision states an employee is to receive no salary or pay for a particular appointment, position, or assignment, the agency should *not* prepare an

SF-50. An SF-50 should be prepared **only** in instances where the employee is to receive pay and benefits as a result of the action documented.

b. When a decision by a third party makes a monetary award to an employee but does not address personnel actions or change the individual's appointment status, position, or pay (e.g., if a decision awards payment of damages but does not require reinstatement of the employee), no personnel actions are to be processed. Follow the directions in the GPR.

4. Decisions Requiring Preparation of Personnel Actions

Absent an appeal to a federal court, the decision of a final administrative authority is final and binding. Agencies will comply with applicable civil service rules and regulations as well as administrative and judicial decisions. If a decision requires a new position be established at a particular grade level, the agency establishes a position that would be justified under the position classification standards. In these cases, the employee's SF-50 shows the title, series, and grade directed by the decision and PD number assigned by the agency to the "position." A copy of the decision is to be placed in the agency's position classification files along with the PD itself. The PD should reflect duties and responsibilities which are in accordance with the title, series, and grade directed by the decision.

5. Responsibilities of the Agency to Implement a Decision or Take Corrective Action

a. Determining the Agency Responsible for Preparing Personnel Actions. If the employee affected is currently employed in the Federal Government, the current employing agency is responsible for preparing and distributing the SF-50 to implement a decision or take corrective action. The current agency is also responsible for adding documents to, or deleting documents from, the employee's OPF in accordance with the instructions in this chapter. When a decision orders the employee moved to another agency, the agency in which the employee is employed on the date of the decision is considered "the current employing agency" for the purposes of these instructions.

If the employee has left the Federal service or is employed in an agency which is not subject to Title 5 of the U.S.C, the agency against whom a decision is rendered or who is a party to the settlement agreement is responsible for preparing and distributing the personnel actions and taking the necessary actions to implement the decision. The requirement for the current employing agency to prepare the paperwork does not mean the current employing agency must effectuate or pay a retroactive benefit.

b. Responsibilities. The agency that prepares personnel actions to implement a decision or take corrective action is responsible for:

i. Carrying out any specific instruction in a decision that requires the addition or removal of specific documents from the employee's OPF or that directs the preparation and documentation of personnel actions. When a decision by a third party awards a payment of damages but does not require a retroactive personnel action, such as a retroactive appointment or promotion, no personnel action is prepared and nothing concerning the payment or decision is placed in the employee's OPF.

ii. Determining which actions must be canceled, which must be replaced, and what actions are newly required. Actions to be canceled and replaced include those that would have occurred anyway, but that has information regarding the improper assignment (e.g., a life insurance change referencing an organization to which the employee was improperly assigned).

iii. Ensure the reasons for the cancellation are explained on the cancellation action and that the retroactive action and related documents placed in the OPF contain no reference to the reason the action is being processed retroactively (i.e., contains no reference to the error, grievance, or complaint that is the reason for the retroactive action being processed). The authority cited on a retroactive action is the authority that would have been cited if the action had been processed on or before its effective date. If, on the effective date of the action, the agency would not have had an appropriate authority to take the necessary action (e.g., a decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), 5 CFR 250.101 is cited as the authority. This is a general "do-what-the-decision-says" authority and its use avoids the need to cite a specific decision, Court Order, or other document which would identity more specifically the employee's original complaint and result in irrelevant information being placed on the action and in the OPF. This protects the employee's privacy and the usual intent of decisions.

iv. Distributing and filing copies of the actions prepared to implement a decision or taking corrective action including:

1. Removing each canceled action and all of its supporting documents, including SF-52s, from the employee's OPF and filing them in the appeal or other appropriate subject file, along with the OPF copy of the cancellation action. Retain the actions as long as the subject file is retained; consult the National Archives and Records Administration (NARA) Records Schedule to determine how long a particular file must be kept.

2. Send (to each prior Federal employer) the payroll copies of cancellations, retroactive actions, and replacement actions for the period during which the employee was on the rolls of that agency, along with a letter explaining why the actions were processed or a copy of the decision which required the actions. This will enable the prior employer to make appropriate pay adjustments and to take any other actions necessary to complete the corrective process or implement the decision.

3. Advise the employee in writing that they may request a transcript of service be placed in their OPF to document the positions to which they were improperly assigned and any job-related performance awards earned.

4. Counsel the employee on the steps the agency will take to implement the decision and the advantages and disadvantages of placing a record of the positions to which they were improperly assigned in the OPF.

5. Advise the employee whose OPF contains an application and/or resume documenting improper service of the need to prepare a new application and/or resume if the employee does not wish to have improper service documented in their OPF.

6. Place the transcript of service in the OPF if the employee so requests (see paragraphs 3 and 4 of this list) or a corrected application and/or resume in lieu of a transcript which describes improper service.

7. Delete all references to the improper service from the records of training and incentive awards earned during the period of improper assignment according to agency instructions. Copies of any erroneous records are filed with the decision and cancelled actions in the appropriate subject file. **Note:** While references to improper assignments must be deleted, the employee keeps monies received for incentive awards (such as cash awards), as long as the improper assignment was not the result of fraud or a void action.

8. Ensure records of Federal Employees' Group Life Insurance and Federal Employees' Health Benefits Program enrollment agree with the employment record resulting from implementation of the decision.

9. Change records in the agency's Employee Performance File system in accordance with 5 CFR 293.

10. Compute back pay awards in accordance with 5 CFR 550 (H)N.

11. Prepare and/or alter the employee's SF-2806, Individual Retirement Record (CSRS) or SF-3100, Individual Retirement Record (FERS) according to instructions issued by OPM's Retirement Services office.

12. Resolve questions regarding leave in accordance with 5 CFR 630.

6. Counseling and Advising Employees on Documentation of Experience Gained During Period of Improper Assignment

If an employee was improperly assigned or employed outside the Federal Government, the person who counsels the employee regarding implementation of the decision should discuss the potential value for qualifications and career advancement purposes of the experiences gained during the period of improper assignment. For example, if a typist worked in another agency as a secretary while appealing a RIF separation, the secretarial duties could be qualifying for otherpositions, and it could be advantageous to have the experience noted in the OPF. On the other hand, if the typist worked as a cashier while appealing a separation, they might see no value to this experience being recorded. The employee may cite the experience on a future application, whether it is recorded in the OPF or not. If the employee chooses to have the period of improper service recorded, the transcript of service provides the most practical means of doing so. The counselor should explain to the employee that they are being asked to decide about the record now, to establish a complete record of how the decision is implemented, and to ensure after the decision is implemented, the OPF reflects as nearly as possible how the employee would like to have their service history recorded.

7. Advice to Employee Regarding Waiver or Overpayment of Pay

In the instances where implementation of a decision results in the employee having received an overpayment reference the OPM Overpayment Fact Sheet.

8. System Records

The agency that implements a decision is responsible for taking whatever action is necessary to ensure the records and systems reflect only the "corrected" employment history and that all references to cancelled actions have been deleted from those records and systems.

9. Questions Regarding Unusual Cases

An agency's HRO may refer questions regarding how personnel actions should be processed to the GPPA Program Manager at persaction@opm.gov.

Subchapter 3. Entrance-On-Duty Process

1. Appointments to Federal Civil Service Positions

Except for those described in Table 4-B, appointments may not be effective prior to the date of approval by the appointing official.

2. Date of Acceptance

The date of acceptance is the date the applicant accepts the appointment offer either orally or in writing. Acceptance of the position is when the employee reports for duty or takes the oath of office.

3. Entrance on Duty (EOD)

EOD is the process by which an appointee completes the necessary paperwork and is sworn in with the oath of office. Follow OPM and your agency's guidance for onboarding.

- Employee Rights and Benefits: Federal Employee Compensation Package

4. Obtaining Personnel Information from the Prior Employing Agency for Newly Hired Federal Employees

Ask the appointee for the loosing agencies HR point of contact in order to obtain the OPF and SF-75. File the documents received according to your agency instructions.

5. Appointment Documents and Information

Onboarding documents required to complete the SF-50 include:

- SF-144, Statement of Prior Federal Service: The SF-144 helps to determine if additional forms are needed or if credit for prior service can be made.
- SF-813, Verification of Military Retiree Service: Used to verify possible creditable military service.
- SF-181, Ethnicity and Race Identification: Captures statistical data.
- SF-256, Self-Identification of Disability: Captures statistical data.
- SF-2809, Health Benefits Election Form and Life Insurance Enrollment Information
- Additional forms may be required. Follow agency instructions.

Chapter 4: Requesting and Documenting Personnel Actions

Contents

1. Coverage 2
2. Request for Personnel Action, SF-52 2
3. Notification of Personnel Action, SF-50 2
4. Completing the SF-50 2
5. Exceptions to the SF-50 and SF-52 4
6. List Form of Notice 4
7. Notifying Employees of Personnel Actions 5
8. Data Collected on Ethnicity, Race, and Disability Identification 6
9. Processing Actions Instructions 6

Job Aids 9

Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52 9

Job Aid: Completing Parts of the SF-52 (Not Otherwise on the SF-50) 25

Job Aid: Sample List Form of Notice 27

Tables 28

Table 4-A. Setting Effective Dates 28

Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official 30

Table 4-C. Determining the Pay Rate Determinant (PRD) 32

Table 4-D. Annuitant Status 38

1. Coverage

This chapter explains how to complete a Request for Personnel Action, **SF-52**, and a Notification of Personnel Action, **SF-50**.

Pursuant to 41 CFR 102.194 and section 5 of this chapter, the General Services Administration (GSA) authorizes agencies to create exceptions to electronic personnel forms with approval from GSA and OPM. Electronic versions of controlled forms must use only the data element coding contained in the EHRI Data Standards. Additionally, agencies must provide access and use of electronic information and communication technology, to include forms, in accordance with 29 USC 794, the U.S. Access Board, and Section 508.

2. Request for Personnel Action, SF-52

SF-52 is used to create a Request for Personnel Action, which ultimately creates the Notification of Personnel Action, SF-50. When the SF-52 is processed and signed by the appropriate authority, it becomes a SF-50. The form is used by:

- Supervisors and managers to establish and fill a position, or reclassify and reassign an employee to the reclassified position
- Employees to notify the agency of resignation or retirement, and may be used to request extended Leave Without Pay (LWOP) or a name change
- Personnel offices to prepare and record position and personnel determinations

3. Notification of Personnel Action, SF-50

SF-50 is used to document employment events (see Section 7) and is the long-term official documentation of personnel actions. Actions not authorized for long-term retention are listed in the Guide to Personnel Recordkeeping (GPR). Agencies may use the following methods to notify employees of personnel action:

- SF-50;
- Approved OPM approved form exception;
- List form of notice (mass action); or,
- Alternative form of notice (See pay adjustments in Chapter 17)

Agencies may not reproduce additional copies of personnel action notifications unless authorized by OPM (e.g., “pick-up 50” to notify an agency you have hired one of its employees, or to comply with agency requirements).

4. Completing the SF-50

a. Employee Name. Enter the employee’s name the same way it appears on all government records (e.g., social security records, driver's license, income tax records, and bank accounts). A married appointee may elect to use their maiden name provided it’s the same name on all employment-related records. If nicknames are

enclosed in parentheses or quotation marks, do not consider it as part of the employee's official name.

b. Effective dates. See Table 4 to set effective dates. Except as explained in the table, no personnel action can be effective prior to the date on which the appointing officer approved the action. Unless otherwise indicated on the action, a separation, termination in grade, pay retention, and Opt-Out Phased Employment/Retirement are effective at the end of the day (midnight); all other actions are effective the beginning of the day (12:01 a.m.).

Prior to the establishment of OPM's Claims Adjudication Unit (5 CFR 178.101), claims involving federal employees' compensation were adjudicated by the General Accounting Office (GAO). See U.S. GAO for decisions issued to identify how effective dates are set in specific situations.

c. Approval of Personnel Actions.

(1) Only an appointing officer may sign and date the certification in Part C-2 of the SF-52 or blocks 49 and 50 of the SF-50 to approve an action.

(2) Under 5 USC 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel, who re-delegates the authority to other members of the personnel staff, as necessary. A delegation of authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and clearly define the extent of the authority (e.g., approve all within-grade increase actions).

(3) The appointing officer is responsible for ensuring each personnel action they approve meets all legal and regulatory requirements. The appointing officer is responsible for approving determinations made by staff regarding the legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience, and education. For appointments and position change actions, the appointing officer ensures the position to which the employee is to be assigned has been established and properly classified.

(4) Agencies must ensure the authority to approve and certify actions is delegated only to persons whose training and experience enable them to review the background of a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a serious responsibility that should not be assigned to personnel who may lack the necessary background and training. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks

information as to how the determinations were reached, cannot be expected to decide whether specific actions meet legal and regulatory requirements.

d. Instructions.

(1) Follow your agency's instructions to decide which form to use. When large numbers of employees are affected by the same action on the same effective date, use section 6 to decide if a list form of notice (mass action) may be prepared instead.
(2) To complete the form, follow the instructions in Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52.
(3) If an action requires more than two legal authorities, continue in the "Remarks" section.
(4) For corrections, follow the instructions in Chapter 32. An agency may not "x" out, pen-and-ink, "white-out," or use other erasures to correct data required or reported to OPM. Such corrections may be made only to correct information not required or reported.

5. Exceptions to the SF-50 and SF-52

41 CFR 102-194, "Standard and Optional Forms Management Program" requires agencies to obtain approval before using any forms other than the SF-52 to request and approve actions and any forms other than the SF-50 to document personnel actions. Requests must be prepared in accordance with OPM instructions. Send requests for approval through your agency's Standard and Optional Forms Liaison to OPM at FormsPRA@opm.gov for transmittal to the General Services Administration (GSA).

6. List Form of Notice

a. Use when a large number of employees are affected by the same personnel actions on the same effective date, the agency may find it easier and more economical to record them on a list form of notice (mass action) rather than individual notifications. A list may only be used when:
- the personnel action for a group of employees occurs on the same effective date;
- no change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; and
- the same authority is used for the action taken on each employee.

b. Actions for which a listing may be used:
(1) Mass Transfer
(2) 352-Termination-Appt in (agency), only when separation is due to mass transfer
(3) Changes:
- 280/Placement in Pay Status (seasonal employees - season begins)
- 430/Placement in Nonpay Status (seasonal employees - season ends)
- 471/Furlough

- 472/Furlough NTE
- 760/Ext of Appt NTE
- 765/Ext of Term Appt NTE
- 781/Change in Work Schedule
- 790/Realignment
- 792/Change in Duty Station
- 800/Change in Data Element
- 883/Change in Vet Pref-RIF

c. Letter Format. See an example in **Job Aid: Sample List Form of Notice**.

d. Privacy Act Requirements. Distribution of lists with personal identifiable information (PII) (e.g., dates of birth, SSN, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, employee copies of lists must be "sanitized" to remove personal information about other employees. To delete PII from the employee and OPF copies of a list, you may generate copies without such data or block out the personal data from a copy of the complete list and reproduce all the employee OPF copies from the "sanitized" copy. Separate "sanitized" copies may be made for each employee.

e. Distribution. Provide a copy of the "sanitized" list to the employee and file a copy in the OPF. Follow your agency's instructions to distribute any other copies.

7. Notifying Employees of Personnel Actions

Agencies must notify employees of personnel actions taken on them.

a. SF-50. The SF-50 is required for notification to an employee of accession, conversion, and separation action (NOAC beginning with 1, 3, and 5), and for corrections and cancellations of those actions.

The SF-50 is not required to document awards and bonuses, nor is it required for actions in the 9xx series, **except** for a Presidential Rank Award and the Separation Incentive. If you use an SF-50 to document these actions, follow your agency's instructions.

b. Agency Issuances. For all other personnel actions, the agency may choose any method to notify employees if it meets the following conditions:

(1) The agency has an obligation to inform its employees when a change has occurred in their conditions of employment. Agencies must take an affirmative step to notify employees of all personnel actions as defined in the GPPA. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been processed.

(2) A notification may be issued electronically or on paper. If issued electronically, the employee must have the option to print the notice.

(3) The notice must contain the following:

- The NOA as defined in the GPPA. The NOAC is not required. For example, the notice of a pay change must describe the action as a "Pay Adjustment" but the NOAC "894" may or may not be included at the agency's option.
- Effective date
- Not-to-exceed date - if the action is temporary or time-limited
- All GPPA required remarks
- Old and new values for any data changed (e.g., a reassignment to a position with a different occupation code must include the reassigned from code and the reassigned to code)
- Employee's full name

(4) The notice must be an official issuance. Official notices may be agency forms, documents on agency letterhead, or other issuances with the name and title of the agency official authorized to inform employees of personnel actions (e.g., a leave and earning statement (LES) used for a within-grade increase notification).

8. Data Collected on Ethnicity, Race, and Disability Identification

a. Need for data. Data on ethnicity, race, and disability are collected only for use in aggregate statistical reports (e.g., the number of Hispanic employees hired, the number of American Indian employees serving at certain grade levels). This data is generally entered into agency personnel systems when appointment information is entered. The information is never populated on a SF-52/50.

b. Storing data. Reference the GPR. Keep ethnicity, race, and disability data in strictest confidence. Destroy the forms used to collect the data as soon as the data is entered into the agency's system. Until destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and in a secure location (e.g., locked cabinet in a secure room). No hardcopy records containing individually identifiable ethnicity and race data may be maintained. Forms used to collect disability information may be filed in the Employee Medical Folder. Never file the forms in an OPF.

9. Processing Actions Instructions

a. Compare the data submitted for the action with the last action in the employee's OPF or creditable documents to be sure all items are correct.

b. When an action must be processed, use the chapter tables to select the NOA and legal authority. If the action is being taken under a unique agency authority, cite that authority (along with the authority code approved by OPM) instead of the authority and code shown in the chapter.

i. For some actions, you will be given a legal authority code (LAC) and told to cite the appropriate authority.

ii. If a specific law, Executive Order, regulation, or agency directive was the basis for the action, cite it in the legal authority block on the SF-52/50, along with the LAC shown in the table.

iii. When the employee is serving on a temporary appointment and no other law, Executive Order, regulation, or agency directive applies to the action, cite the appointment authority in the legal authority block on the SF-52/50, along with the legal authority code shown in the table.

iv. For situations not described here, cite "5 USC 302" in the legal authority block on the SF-52/50, along with the LAC shown in the table. 5 USC 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it only in rare instances when no other authority is appropriate for the action.

c. Select and enter the remarks applicable to the action. Enter in block 45 any additional remarks/remarks codes that are agency specific or necessary to explain the action.

d. Complete the SF-52/50 as required by this chapter. Follow approval signature authority.

e. Enter or update suspense or reminder dates in agency systems or reports. These dates may include an NTE date, probationary periods, or a date eligible for a pay increase.

f. Certain actions must be reported to EHRI. Refer to the GHRR for specific instructions.

g. Check the GPR to decide if any of the documents submitted with or created in connection should be filed in the employee's OPF.

h. Follow your agency's instructions to distribute and dispose of documents.

i. If an employee is coming from another agency with no break in service (or with a break of 3 calendar days or less):

i. Make a copy of the SF-50 and send it to the losing agency. If you cannot send a copy of the "pick-up 50" to the losing agency within 5 days of the appointment effective date, send a copy of the SF-52 instead. The copy must be signed by the appointing official in Part C, block 2 of the SF-52.

ii. Request the employees' OPF and SF-1150 Leave Record be forwarded to your office. When the gaining agency is using an electronic signature system, use a letter or other written document as required by the losing agency to request the OPF. The document as required by the losing agency must be signed by the appointing official and contain data in Part B, blocks 1-6 and 15-22 of the SF-52.

iii. If required, provide the employee with a completed SF-8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.

j. Appointments funded by certain laws. When appointments are cited with a second legal authority to document that they are funded by a specific law, cite the first legal authority according to the tables and cite the second authority as:

Law Number	Law Title	In effect	Second LAC/Authority
Public Law 111-5	American Recovery and Reinvestment Act of 2009 (ARRA)	February 17, 2009	**ZEA:** PL 111-5
Public Law 117-58	Infrastructure Investment and Jobs Act (IIJA)	November 15, 2021	**ZBB:** PL 117-58

Job Aids

Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52

Additional and Agency specific codes are found in the EHRI Data Standards.

Block #	Title	When to Complete	How to Complete
1	Name	Complete on all actions.	1. When a requesting office has entered the employee's name, check it against the OPF, application, resume, and/or SF-75, Request for Preliminary Employment Data, to ensure it is entered correctly. 2. When the requesting office has not entered the employee's name, enter it in CAPITAL letters, listing the last name first, followed by the first name or initial and middle name or initial(s). Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title. Record apostrophes, hyphens or spaces between double names only as used by the employee. Examples: Last Name [comma] (Jr., Sr., etc.) [comma] [space] First Name or Initial [space] Middle Name(s) or Initial(s) • MARTIN, M. CATHERINE • O'REILLY, JOHN F.X. • MARTINEZ-SMITH, MARIA ELENA When the employee has no middle name or initial, enter "NMN.". If an employee has a single name, ask the employee whether to record it as the first name or the last name. Do not use "NMN" when entering "no first name" or "no last name." Examples: • DOE, JR., JOHN NMN • NO LAST NAME, TAYLOR NMN • TAYLOR, NO FIRST NAME NMN 3. **Corrections.** In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change NOA. See Chapter 20 for instructions.

Block #	Title	When to Complete	How to Complete
2	Social Security Number (SSN)	Complete on all actions.	1. When a requesting office has entered the employee's SSN, check it against the employee's OPF, application, resume, or SF-75 to ensure it has been entered correctly. When a requesting office has not entered the employee's SSN, enter it as shown on the employee's documents. An SSN is required for: a. United States (U.S.) citizens b. Foreign nationals serving in the U.S., the District of Columbia, and in the areas listed below: • American Samoa (Island of Tutuila, Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island) • Canton and Enderbury Islands • Commonwealth of Puerto Rico • Guam • Howland, Baker, and Jarvis Islands • Johnston or Cornwallis Island, and Sand Island • Kingman Reef • Swan Islands • Virgin Islands of the U.S. • Wake Island • Midway Islands • Navassa Island • Palmyra Island • Any small guano islands, rocks, or keys, which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the U.S. • Any other islands to which the U.S. Government reserves claim, such as Christmas Island 2. Enter the employee number established by your agency for foreign nationals serving outside the areas listed in 1b. If one of these employees has an SSN, it may be entered in place of any employee number established by your agency. Continued

Block #	Title	When to Complete	How to Complete
2 (cont.)	SSN	Complete on all actions.	3. **When the employee does not have an SSN.** If a valid number is not available, create a pseudo-number in the following manner: enter a 9, followed by the 4-digit Personnel Office Identifier (POI) number assigned by OPM; then assign four sequential digits. The following controls must be maintained. a. **Uniqueness.** Pseudo-numbers may be used for people for whom no SSN will be recorded, or for people temporarily having no SSN. In either case, the number assigned must be unique. It may not be used after the person has left the agency or has received a valid SSN. The employee's OPF must always carry the valid SSN and correspondence as the National Personnel Records Center must always identify the employee by the valid SSN where able. b. **Correction.** When a valid SSN is obtained to replace a pseudo number that has been assigned and submitted in a record to OPM (EHRI), a correction is required. Follow the instructions in the GHRR for preparing corrections. NOTE: A complete data correction action is required for each action processed with the pseudo-number. 4. **Multiple Appointments.** If the employee holds two or more appointments with the same agency at the same time, use the valid SSN for each appointment. On each action processed during a period of concurrent employment, use Remark M36: "Concurrent employment (identify position or agency unit where concurrently employed)." 5. **Obtaining a valid SSN.** The employee must contact the nearest Social Security Administration office to complete the necessary application forms. They must present evidence of identity, birth, and if foreign born, of U.S. citizenship or current alien status. 6. **Corrections.** See Chapter 32 for instructions.
3	Date of Birth	Complete on all actions.	When the requesting office has entered the employee's date of birth, check it against the OPF, application, resume, or SF-75, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, e.g., "01-03-40" or "01-03-1940."
4	Effective Date	Complete on all actions.	Enter date in month-day-year order, e.g., "10-01-98" or "10-01-1998." The effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.

Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52, Continued

Block #	Title	When to Complete	How to Complete
5-A	NOAC	Complete on all actions.	Enter the NOAC required by the chapter that explains how to process the specific action. When the NOA is a correction, enter "002;" when it is a cancellation, enter "001."
5-B	NOA		Enter the NOA type for the code shown in block 5-A.
5-C	LAC	Complete on all actions except: • 350/Death • 354/Death in the Line of Duty • 355/Termination-Exp of Appt • 002/Correction	Enter the primary LAC. It is listed in the chapter that explains how to process the action. LACs must always be entered in the order in which they are listed in the chapter covering the specific action.
5-D	Legal Authority		Enter the primary authority. It is listed in the chapter that explains how to process the action. Authorities must always be entered in the order in which they are listed in the chapter covering the action.
5-E	LAC	Complete only when a second LAC/ authority is required in 5-A and 5-B.	Enter the LAC for the second authority type.
5-F	Legal Authority		Enter the second authority. Where a third or more authority is required, enter it into the remarks section.
6-A	NOAC	Complete when a second action, with the same effective date, is processed on the same SF-50.	Enter the NOAC required by the chapter that explains how to process the action. When the SF-50 is processed to correct or cancel an earlier action, enter the NOAC and NOA for the action to be corrected or canceled. When two actions are processed on the same SF-50 and both are being corrected or canceled, process a separate SF-50 to cancel or correct each one.
6-B	NOA		
6-C	LAC	1. Leave blank when the NOAC & NOA in blocks 6-A and 6-B are: • 350/Death • 355/Termination-Exp of Appt • 354/Death in the Line of Duty 2. Leave blank when blocks 5-A and 5-B are 001/Cancellation. 3. Complete on all other actions when blocks 6-A & 6-B are completed.	Enter the primary LAC for the nature of action shown in blocks 6-A and 6-B. LACs must always be entered in the order in which they are listed in the chapter covering the specific action.
6-D	Legal Authority		Enter the primary authority for the nature of action shown in blocks 6-A and 6-B. Authorities must always be entered in the order in which they are listed in the chapter that covers the action.
6-E	LAC	Complete only when a second LAC/ authority is required in 6-A and 6-B.	Enter if a second LAC is required for the NOA shown in blocks 6-A and 6-B.
6-F	Legal Authority		Enter if a second authority is required for the NOA shown in blocks 6-A and 6-B.

Block #	Title	When to Complete	How to Complete
7	From: Position Title and Number	1. Leave blank for Presidential Rank Awards (NOAC 878). 2. Complete for: • Separations • Actions that place an employee in nonpay status • Any other action that moves an employee to a different salary 3. Follow your agency's instructions on all other actions.	Enter the position title and number shown in the employee's previous SF-50 "To" portion. In some systems this will populate automatically. Verify the information is correct. If this is the first appointment, block 7 will be blank.
8	Pay Plan		Enter the pay plan and occupational code shown in the "To" portion of the employee's last SF-50. (If zeros are used to complete the code, they must precede the prescribed occupational code. (e.g., the code for Guard, would be entered as "**00**85.") NOTE: the occupational code must be entered for all pay plans, including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9	Occupational code		
10	Grade or Level		Enter grade or level shown in the "To" portion of employee's last SF-50: 1. Enter "00" if the employee is in the Senior Executive Service (SES). 2. If the employee is in the competitive or excepted service, enter the grade or level of the position, e.g., "09" or "12." If the position has no grade or level, enter two zeros, "00." 3. Enter the target grade for employees under the pay plan WT (Federal Apprentices/Shop Trainees). 4. For employees entitled to grade retention under 5 USC 5362, enter the grade of the position they actually occupy, not the grade they are retaining for pay and benefit purposes.
11	Step or Rate		1. Enter "00" step or rate for the employee's current salary: a. Employees in pay plan "GM" b. Employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade c. SES members d. Presidential appointees and appointees 5 CFR Part 317.801 who elect to retain SES provisions 2. When grade or pay retention is not involved and the employee is in the competitive or excepted service, enter the appropriate step or rate within the grade or level, e.g., "01." If the position has only one basic pay rate, enter two zeros, "00."

Block #	Title	When to Complete	How to Complete
12	Total Salary	1. Leave blank on Presidential Rank Awards (NOAC 878). 2. Complete on: • Separations • Actions that place the employee in nonpay status • Any other action that moves the employee to a different salary • Any action that changes or terminates AOU (NOAC 818) • Any action that terminates availability pay (NOAC 819) 3. Follow your agency's instructions on all other actions.	Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, or supervisory differential after considering any applicable pay caps. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except as described in #1 below, this is the pay basis for the pay plan in block 8. 1. When the employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a GS grade and salary occupies a prevailing rate position, the total salary should be shown on a per-annum basis. To convert per-hour rate of pay to equivalent annual rate, multiply by 2,087. To convert annual rate of pay to equivalent per-hour rate, divide annual rate by 2,087. 2. If employment is without pay, enter six zeros, "000000." 3. On actions that grant administratively uncontrollable overtime (AUO) pay, enter "00%." On actions that change or terminate AUO, enter the percentage amount the employee has been receiving, e.g., "10%." 4. On actions that terminate availability pay enter the dollar amount the employee has been receiving.
12A	Basic Pay	1. Leave blank on: • AUO pay (NOAC 818) • Availability pay (819) • NOAC 878 2. Complete on: • Separations • Actions that place the employee in nonpay status • Other actions to change the employee's salary • Actions changing NOAC 818 or 819 3. Follow your agency's instructions on all other actions.	Enter the employee's rate of basic pay. For example, under the GS pay system, enter a GS base rate, LEO or wildland firefighter special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.
12B	Locality Adjustment		Enter the difference between the adjusted basic pay (12C) and basic pay (12A). This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment, leave blank. For example, an employee receiving a retained rate under the GS pay system is not entitled to either a special rate supplement or a locality payment.
12C	Adjusted Basic Pay		Enter the maximum adjusted rate of basic pay, including any locality payment, special rate supplement, or equivalent payment, after considering all pay caps that may be applicable.
12D	Other Pay		1. Enter the difference between total salary (block 12) and adjusted basic pay (block 12C). 2. Leave blank if employee is not entitled to AUO pay, availability pay, or supervisory differential. 3. Explain any other allowances/differentials to which the employee is entitled (e.g., uniform allowance or shift differential) in remarks. 4. All other allowances/differentials are excluded from the amounts shown in blocks 12 or 12D.

Block #	Title	When to Complete	How to Complete
13	Pay Basis	1. Leave blank on: • NOAC 818 • NOAC 878 2. Complete all other actions for which block 12 is completed.	1. Enter the appropriate code for the basis on which the employee is currently being paid. 2. Pay basis must agree with the way in which the total salary is shown in block 12; e.g., if per annum amount is shown in block 12, then "PA" must be entered in block 13. NOTE: Pay basis school year ("SY") is used only for teachers/educators.
14	Name and Location of Position's Organization	1. Leave blank on: • NOAC 818 • NOAC 878 2. Complete on: • Separations • Actions that place the employee in nonpay status • Actions moving the employee to a different office 3. Follow your agency's instructions on all other actions.	1. Enter the name and location shown in "To" portion of employee's last SF-50 Action. 2. On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."
15	To: Position Title and Number	1. Leave blank on: • Actions that place the employee in nonpay status • Separations • Separation incentives (NOAC 825) 2. Complete on all other actions.	Enter the position title and number shown on the PD. When action grants or continues entitlement to grade retention under 5 USC 5362, enter title and number of the position the employee actually occupies, not of the position whose grade the employee is retaining for pay and benefit purposes.

Block #	Title	When to Complete	How to Complete
16	Pay Plan	1. Leave blank on: • Presidential Rank Awards (NOAC 878) • Separation incentives (NOAC 825) • Separations • Actions that place the employee in nonpay status 2. Complete on all other actions.	1. Enter the pay plan and occupational code shown on the PD. NOTE: The occupational code must be entered for all pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities. 2. When the employee is entitled to grade retention, show pay plan and occupational code for the position the employee occupies, not the position entitlement is based on. 3. If zeros are used to complete the code, they must precede the prescribed occupational code.
17	Occupational Code		
18	Grade or Level		1. Enter "00" if the employee is SES. 2. If the employee is in the competitive or excepted service, enter the grade or level shown on the PD, e.g., "03," or "12." If the position has no grade or level, enter two zeros, "00." 3. Enter the target grade for employees under the pay plan WT (Federal Apprentices/Shop Trainees). 4. Employees entitled to grade retention under 5 USC 5362, show the grade of the position the employee actually occupies, not the grade they are retaining for pay and benefits purposes.
19	Step or Rate		1. Enter the code for the step or rate at which the employee will be paid. Enter "00" for: a. Employees in pay plan "GM" b. Employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade c. Employees whose pay plans have no steps (e.g., ST, SL, and SES) d. Presidential appointees/appointees described in 5 CFR 317.801 (retain SES provisions) e. When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies. 2. When grade retention is not involved and the employee is in the competitive or excepted service, enter the appropriate step or rate within the grade or level, e.g., "01"). If the position has only one basic pay rate, enter two zeros, "00."

Block #	Title	When to Complete	How to Complete
20	Total Salary/Award	Complete on all actions except separations and actions that place the employee in nonpay status.	1. For an 818/AUO action that grants or changes the percentage an employee will receive, enter the AUO pay percentage (e.g., "10%"). For an 818/AUO action that terminates AUO pay, enter "00%." 2. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter "0." 3. For actions other than AUO pay, Presidential Rank Awards, or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, or supervisory differential after considering all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in 20D., this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is GS, or another one for which pay is set on an annual basis, a PA rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered. 4. When the employee is entitled to begin or continue a period of grade retention under 5 USC 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a GS position is being assigned to a prevailing rate position, show retained salary on a per annum basis. If the employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a GS position, show retained salary on a per hour basis. To convert per hour rate of pay to an equivalent annual rate, multiply the per hour rate by 2,087; to convert annual rate of pay to a per hour rate, divide the annual rate by 2,087. 5. When the employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12. 6. If the action is a separation incentive, enter the dollar amount of the separation incentive. 7. If the action is a Presidential Rank Award, enter the dollar amount of the award.
20A	Basic Pay	1. Leave blank on: • Actions that document AUO pay (NOAC 818) • Availability pay (NOAC 819)	Enter the employee's rate of basic pay. For example, under the GS pay system, enter a GS base rate, a law enforcement officer special base rate, a wildland firefighter special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.

Block #	Title	When to Complete	How to Complete
20B	Locality Adjustment	• Separation incentives (NOAC 825) • Separations • Actions that place the employee in nonpay status 2. Complete on any action that changes employee's salary. 3. Follow your agency's instructions on all other actions.	Enter the difference between the adjusted basic pay (block 20C) and basic pay (block 20A.) This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment, leave blank. For example, an employee receiving a retained rate under the GS pay system is not entitled to either a special rate supplement or a locality payment.
20C	Adjusted Basic Pay		Enter the maximum adjusted rate of basic pay, including any locality payment, special rate supplement, or equivalent payment, after considering all pay caps that may be applicable.
20D	Other Pay		1. Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). 2. Leave blank if the employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential. 3. Explain any other allowances/ differentials to which the employee is entitled (e.g,, uniform allowance or shift differential) in remarks. 4. All other allowances/differentials are excluded from the amounts shown in blocks 20 or 20D.
21	Pay Basis		1. Enter appropriate code for basis on which employee is currently being paid. Use EHRI Data Standards Pay Basis for codes. 2. Pay basis must agree with the way in which the total salary is shown in block 12; e.g., if a per annum amount is shown in block 12, then "PA" must be entered in block 13.

Block #	Title	When to Complete	How to Complete
22	Name and Location of Position's Organization	1. Leave blank on: • Actions that place employee in nonpay status • Separations that are not immediately followed by appointment in another agency or in a public international organization • Separation incentives (NOAC 825) 2. Complete on all other actions.	Enter the name of lowest subdivision of an organization to which the employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch. 1. Enter the organization name as it is shown on the PD. 2. In separation actions for movement to a different agency, enter the agency code for the gaining agency. 3. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."
23	Veterans' Preference	1. Complete on: • Appointments • Conversions to appointments • Actions that change veterans' preference (NOAC 883) • Separations 2. Follow your agency's instructions on all other actions.	Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. When code 7 is cited, remark E59 is required.
24	Tenure	1. Completion is optional on pay change actions; follow your agency's instructions. 2. Complete on all other actions.	Enter the appropriate tenure group. (Do not show subgroup.) If the employee is not in one of the tenure groups defined in the EHRI Standards, enter zero, "0." Also enter zero for employees in the SES and for employees appointed by the President subject to Senate confirmation.
25	Agency Use	Complete when required by your agency.	Follow agency's instructions.
26	Veterans' Preference for Reduction in Force	Complete on all actions for which block 23 is completed.	For employees to whom preference for reduction in force does not apply, enter "X" in "No" block. Veterans' preference for reduction in force does not apply to SES appointees, excepted service Schedule C appointees, or those excepted service appointees who are appointed by the President subject to Senate confirmation.

Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52, Continued

Block #	Title	When to Complete	How to Complete
27	Group Life Insurance	1. Complete on: • Appointments • Conversions to appointments • Placements in nonpay status • Return-to-duty actions • 881/FEGLI Change actions • Separations • All actions for which block 12 or 20 shows salary 2. Follow your agency's instructions on all other actions.	Enter the appropriate code and definition (e.g., "C0-Basic only").
28	Annuitant Indicator	1. Complete on: • Appointments • Conversions to appointments • Separations • Any action that results in a change in the code shown in this block 2. Follow your agency's instructions on all other actions.	Enter the appropriate code and title. Follow descriptions in Table 4-D or the EHRI Data Standards to select the code.
29	Pay Rate Determinant	1. Complete on all actions on which block 20 shows salary. 2. Leave blank on: • NOAC 818 • NOAC 878 • Senior Career Employee Rank Awards • NOAC 825	Use Table 4-C or EHRI Standards to select the code that best describes any special factors used in determining the employee's rate of basic pay.

Block #	Title	When to Complete	How to Complete
30	Retirement Plan	1. Complete on: • Appointments • Conversions to appointments • Separations • Any action that results in a change in the code shown in that block 2. Follow your agency's instructions on all other actions.	1. Use the CSRS and FERS Handbook for Personnel and Payroll Offices to determine who is covered under Old Age Survivor and Disability Insurance Tax (FICA) and to determine who is covered under CSRS or FERS. 2. To select the appropriate code and definition, use the EHRI Standards.
31	Service Computation Date (Leave)		Enter month-day-year, e.g., "05-18-81" or "05-18-1981." (See Chapter 6)
32	Work Schedule	1. Complete on: • Appointments • Conversions to appointments • Separations • Pay change actions • Actions that move the employee into and out of pay status • 781/Chg in Work Schedule actions • 615/Phased Employment/Phased Retirement • 616/Opt out Phased Employment/Retirement 2. Follow your agency's instructions on all other actions.	To select the appropriate code and definition, use the EHRI Standards.
33	Part-Time Hours per Biweekly Pay Period	1. Complete when block 32 shows the work schedule is part-time. 2. Leave blank on all other actions.	
34	Position Occupied	1. Complete on: • Appointments	To select the appropriate code and definition, use the EHRI Standards.

Block #	Title	When to Complete	How to Complete
35	Fair Labor Standards Act Category (FLSA)	• Conversions to appointments • Separations • 800/Change in Data Element • Any action that moves the employee to another position or results in a change in the code shown in that block 2. Follow your agency's instructions on all other actions.	To select the appropriate code and definition, use the EHRI Standards.
36	Appropriation Code	Follow your agency's instructions.	
37	Bargaining Unit Status (BUS)	1. Must be completed on: • Appointments • Conversions to appointments • Separations • Any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status 2. Follow your agency's instructions on all other actions.	Follow the instructions below to select the appropriate code. 1. When the employee is eligible for and represented in a bargaining unit, enter the four digits of the BUS code, which is available on the Federal Labor Management Information System (FLIS). If the unit is not listed in FLIS, contact OPMs Accountability and Workforce Relations office for assistance at AWR@OPM.gov to obtain the code. 2. When an employee is eligible, but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees. 3. When the employee is ineligible for inclusion in a bargaining unit, enter "8888." 4. Consult your agency or installation labor relations officer for further assistance.
38	Duty Station Code	1. Complete on: • Appointments • Conversions to appointments • Separations • Any action that moves an employee to a new duty station 2. Follow your agency's instructions on all other actions.	Enter the code [state(or country)/city/county] for the location shown in block 39. To locate the most recent list of codes, enter information in the Duty Stations EHRI Data Standards page. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code. When an employee's official duty station is outside the U.S., the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.
39	Duty Station		Enter the location of the employee's official duty station when the employee's official duty station is in the U.S., enter "city-county-state" or "city-state," as appropriate. When the duty station is in a foreign country, enter "city-country."
40-44	Agency Data	Complete when required by your agency.	Follow your agency's instructions.

Block #	Title	When to Complete	How to Complete
45	Remarks (Parts E and F of the SF-52)	Complete whenever the GPPA or your agency's instructions require you to list remarks on the SF-50. Also use when space is needed to show more than two authority codes and authorities for an action, and when remarks are needed to explain premium pay shift rates or other pay entitlements.	1. When the action is a resignation/retirement, be sure to ask the employee to provide a reason, an effective date, and a forwarding address. Part E of the SF-52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (e.g., by letter or email), check to be sure it contains the information in Part E. 2. Limit the length of remarks to the space provided in block 45. a. When the employee's reason for resignation/retirement or the agency's finding is so lengthy it will not fit in block 45, summarize it on the SF-50. The reason or finding will remain a matter of record because the resignation is a document required for long-term retention in the OPF. b. On some appointments, conversions, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), FERS-related remarks (M38, M39, M40, M45, and M46), TSP remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second SF-50. In these cases: • The last entry in block 45 of the first SF-50 must be: "Remarks continued on second page." and the first entry in block 45 of the second SF-50 must be "Remarks continued:" • Entries in blocks 1-44 and 46-50 on the second SF-50 must be identical to those on the first. • Copies of all SF-50s must be placed in the OPF.
46	Employment Department or Agency	Complete on all actions.	List the agency and sub-element codes as applicable. Use the EHRI Data Standards to find the appropriate code and definition.
47	Agency Code	Complete on all actions.	Follow your agency's instructions.
48	Personnel Office Identifier	Complete on all actions.	Enter the Personnel Office Identifier (POI) number assigned by OPM to the servicing personnel office.

Job Aid: Completing the SF-50 and Corresponding Parts of the SF-52, Continued

Block #	Title	When to Complete	How to Complete
49	Approval Date	Complete on all actions.	1. Except as explained in Table 4B of this chapter, an action may not have an effective date that is earlier than the date on which it was approved. 2. Enter the date the appointing officer approved the action by signing and dating block C-2 of the SF-52. If there is no SF-52, or if the SF-52 is not signed prior to the effective date, enter the date on which the appointing officer signs the SF-50. With few exceptions, this must be on or before the effective date.
50	(Part C of the SF-52) Signature/ Authentication and Title of Appointing Official	Complete on all actions.	1. Enter the title of the appointing official, the person to whom appointment authority has been delegated, e.g., “Chief, Technical Services Division,” or “Chief, Personnel Division.” If an SF-52 was used to approve the action, this will be the title of the person who signed block C-2 of the SF-52. 2. For an action to be approved, there must be a signature either in block C-2 of the SF-52 or in block 50 of the SF-50. The signature may be either a pen-and-ink one or an electronic authentication approved by OPM. 3. If an SF-52 is not used for the action or does not carry one of these two forms of signature, then the SF-50 must be signed personally in pen and ink by the appointing official or by an electronic authentication approved by OPM. 4. If there is an SF-52 signed in pen-and-ink or by an electronic authentication that satisfies the OPM requirements, then the appointing official's name may be signed, printed, or stamped.

Job Aid: Completing Parts of the SF-52 (Not Otherwise on the SF-50)

Part A – When completing Part A of the SF-52, follow your agency's instructions.

Part B – When completing Part B, follow the below instructions.

Block #	Title	When to Complete	How to Complete
40-44	Agency Data	Complete when required by your agency.	Follow your agency's instructions.
45	Educational Level	1. Complete for employees in the SES and in Tenure Groups 1 and 2 of the competitive and excepted service for: • Appointments • Conversions to appointments • Separations • Any action that results in a change to the code shown in that block 2. Follow your agency's instructions on all other actions.	Review the employee's most recent application/resume to determine employee's level of education. Use EHRI Data Standards to select appropriate code.
46	Year Degree Attained (Year Degree or Certificate Attained)	1. Complete when education level shown in block 45 indicates completion of: • terminal occupational program (code 06) • associate's degree (code 10) • bachelor's or higher degree (code 13 or higher) 2. Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.	Review the employee's most recent application/resume to determine the year the employee attained the degree or certificate reflected in block 45. Enter the year (e.g., "2023" or "23").
47	Academic Discipline (Instructional Program)		Review employee's most recent application/resume to identify employee's academic major or concentration. Use EHRI Data Standards to select the appropriate code.
48	Functional Class	Complete when block 17 is completed.	When the employee is in an occupational series for which a functional classification code has not been established, enter "00." Use EHRI Data Standards to select the appropriate code.
49	Citizenship	1. Complete on: • Appointment • Conversion to appointment • Separation 2. Completion is optional for other actions; follow your agency's instructions.	Enter the appropriate code: 1 = U.S. Citizen (or U.S. National) 8 = Other
50	Veterans' Status		Use EHRI Data Standards to select the appropriate code.

Job Aid: Completing Parts of the SF-52 (Not Otherwise on the SF-50), Continued

Block #	Title	When to Complete	How to Complete
51	Supervisory Status	1. Must be completed for SES employees and employees in Tenure Groups 1 and 2 of the competitive and excepted service. For those employees, complete on: • Appointment • Conversion to appointment • Separation • Any action that moves the employee to another position or results in a change to the employee's supervisory status 2. Completion is optional for other actions.	Use EHRI Data Standards to select the appropriate code. If the code is not on the PD, ask the Position Classifier for it.

Part C – When completing Part C of the SF-52, follow your agency's instructions.

Part D – Remarks by Requesting Office: Leave Part D blank for resignations and retirements. Information that a supervisor has concerning an employee's reason for resignation or retirement must be noted on a separate sheet (not on SF-52). It may be retained in the personnel office, in a "subject file," for 2 years from the effective date of the action in case it is needed for unemployment compensation purposes. The sheet may not be filed in the OPF. Completion is optional for other actions.

Job Aid: Sample List Form of Notice

This format is intended as a sample. Other similar formats may be used as long as they contain the information shown.

Do not show SSN and dates of birth on copies to employees or on lists filed in the OPF.

List forms of notice may be used only with those natures of action listed in section 6 of this chapter

Personnel Action Listing

(Approved Standard Form 50 Exception)

Nature of Action Code and Action: **352/Termination-Appt in ABC Agency**

Effective Date:

Authority Code and Authority: **PDM/5 CFR 351.302**

From: **Hearing Bureau, KLM Agency, Washington, DC**

To: **ABC Agency, Washington, DC**

Name	Social Security Number	Date of Birth
Willis, Henry, A	000-00-0000	XXX-XX-XXXX
Harvey, Jane, F	000-00-0000	XXX-XX-XXXX
Newton, Paul, R	000-00-0000	XXX-XX-XXXX

From:

- Agency Code: **KL-00**
- POI: **1234**

To:

- Agency Code: **BC-00**
- POI: **5678**

Helen Jones

Personnel Officer

Date:

Tables

Table 4-A. Setting Effective Dates

Rule	If	And	Then Effective Date May Be	Notes
1	A list form of notice is used to document the action		No earlier than the effective date specified in the document that authorized the action.	
2	Action is a noncompetitive conversion to career or career-conditional appointment	Conversion does not require the prior approval of OPM	No earlier than the date on which employee met all of the requirements for conversion.	
3		Conversion does require the prior approval of OPM	No earlier than the date on which OPM approved the conversion.	
4	Conversion is to an appointment under which the employee will have fewer rights and benefits	Conversion is from an appointment in the competitive service to one in the excepted service	Any date after the employee has **(a)** been informed that, because the position is in the excepted service, it cannot be filled by competitive appointment and that acceptance of the proposed appointment will take the employee out of the competitive service; and **(b)** submitted a written statement that the employee is leaving the competitive service voluntarily to accept an appointment in the excepted service.	
5		Conversion is not described in rule 4	Any date after the employee has **(a)** been informed in writing of the conditions of employment under the new appointment; and **(b)** submitted a written statement that the employee is leaving previous employment voluntarily to accept conversion to the new appointment (statement should specify the type of appointment the employee is leaving and the type the employee is accepting).	
6	Action which is not described in rules 1-5 requires prior OPM approval		No earlier than the date on which OPM approved the action unless that approval specifies an earlier effective date.	
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.	

Table 4-A. Setting Effective Dates, Continued

Rule	If	And	Then Effective Date May Be	Notes
8	Action requires an advance notice to the employee (e.g., 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period.	
9	A retirement-eligible employee initially enters phased employment/phased retirement status		The first day of the first pay period beginning after phased employment is approved by the authorized agency official or the first day of a later pay period specified by the employee with an authorized agency official's concurrence.	
10	Employee opts out of phased retirement status because of moving, without a break in service, from the agency that approved phased employment to another agency	The new agency did not approve a continuation of phased employment	The date employment ends at the current employing agency.	
11	Employee opts out of phased retirement status and is returning to regular employment status	Authorized agency official approved such on any date on or after the first day of a month through the 15th day of a month	The day immediately preceding the first full pay period of the month following the month in which the election to end phased retirement status to return to regular employment status is approved.	
12		Authorized official approved on any date on or after the 16th day of a month through the last day of a month	The day immediately preceding the first full pay period of the second month following the month in which the election to end phased retirement status to return to regular employment status is approved.	
13	Unilateral action by OPM mandates return to regular employment		The date OPM determines that phased retirement has ended.	

Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official

Rule	If Action is	Then Effective Date Is	Notes	Remarks
1	Required by law, Executive Order, or regulation	The date specified in the law, Executive Order, or regulation (See note 1).	1. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the law, regulation or Executive order. 2. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the court action, agreement, or award.	
2	Required by court action, settlement agreement, or arbitral award	The date specified in the action, agreement, or award (See note 2).		
3	Required by an OPM, Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), or Federal Labor Relations Agency (FLRA) decision	The date is specified in the decision.		
4	A death	The date of death shown on the death certificate.		
5	A resignation	The date is set by the employee. Unless the employee specifies otherwise, a resignation is effective at midnight.		
6	A disability retirement	See instructions in Chapter 60 of the CSRS and FERS Handbook for Personnel and Payroll Offices.		
7	A mandatory retirement	The last day of the month in which the employee reaches the age and completes any length of service requirements for the retirement system under which covered. When the employee had an earlier exemption from a mandatory retirement, the retirement is effectuated on the day following the NTE date of the nature of action 750/Continuance NTE documenting that exemption.		
8	A retirement that is not described in rules 6 or 7	The date set by the employee provided that on that date the employee meets age and length of service requirements for the retirement system under which covered.		
9	Change in tenure or appointment based on completion of service requirements for career or permanent tenure	The day following that on which the service requirement is completed.		

Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official, Continued

Rule	If Action is	Then Effective Date Is	Notes	Remarks
10	Conversion to a competitive service appointment when an employee who has competitive status occupies an excepted service position that is brought into the competitive service	The date the position is brought into the competitive service.		
11	Change in FEGLI coverage	The date prescribed in 5 CFR 870.		
12	Pay adjustment to implement a new pay plan or to change the rates for an existing pay plan	The date is set by an Executive Order, or OPM or agency guidance that established the plan or announced the rates.		
13	Change to lower grade following a temporary promotion	The day following the NTE date of the temporary promotion unless the appointing officer approves another action for the employee.		
14	Termination of grade retention	At the end of the two-year period of grade retention (e.g., if grade retention begins 07-23-23, the termination action is effective on 07-22-25 at midnight).		
15	Leave without pay, except during a reduction-in-force notice period or for assignment to state or local government under the Intergovernmental Personnel Act	The date approved by the employee's supervisor (or other official designated by the agency) on the SF-52.		
16	Return to duty from leave without pay or nonpay status			
17	Detail or termination of detail			
18	Change in work schedule			
19	Change in hours for an employee with a part-time work schedule			

Table 4-C. Determining the Pay Rate Determinant (PRD)

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes
1	Receives a scheduled rate and is not covered by one of the codes below				0	1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions. 2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay. 3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12). 4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate) nor any wildland firefighter (WLFF) special base rate for WLFFs at grades 1 through 15 payable under section 1807 of the Full-Year Continuing Appropriations and Extensions Act, 2025.
2	Is paid a special rate or a special pay supplement, established under appropriate authority to recruit or retain well-qualified individuals in selected agencies, occupations, work levels, and locations	Does not have retained grade	Employee is appointed at a superior qualifications rate		5 (See notes 2, 3, 4)	
3			Employee is not appointed at a superior qualifications rate		6 (See notes 3, 4)	
4		Has retained grade	Employee occupies a different position than that held before the grade reduction		E (See notes 3, 4)	
5			Employee occupies the same position		F (See note 3)	
6	Is appointed at a superior qualifications rate (i.e., is hired at a pay rate above the minimum rate of the grade)	Is also entitled to a special rate			5 (See notes 2, 3, 4)	
7		Is not entitled to a special rate			7 (See notes 1, 3 , 4)	

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued

8	Retains grade for a 2-year period	Occupies the same position	Is not entitled to a special rate		B (See notes 3, 4)	1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions. 2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay. 3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12). 4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate) nor any wildland firefighter (WLFF) special base rate for WLFFs at grades 1 through 15 payable under section 1807 of the Full-Year Continuing Appropriations and Extensions Act, 2025.
9			Is entitled to a special rate		F (See notes 3, 4)	
10			Receives retained pay		U	
11		Occupies a different position	Is not entitled to a special rate		A (See notes 3, 4)	
12			Is entitled to a special rate		E (See notes 3, 4)	
13			Receives retained pay		V	
14	Is entitled to retained pay for reasons other than service in the SES and rules 21 through 24	Entitlement is under 5 USC 5363, 5 CFR 536.301 (except 5 CFR 536.301(a)(3) and (a)(6)	Employee occupies the same position	With retained grade	U	
15				Without retained grade	J	
16			Employee occupies a different position	With retained grade	V	
17				Without retained grade	K	
18		Entitlement is under 5 USC 5363(a)(2), 5 CFR 536.301(a)(3), or (a)(6)			3	

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued

19	Retains SES pay	Is a career SES employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	Elected to continue to receive basic pay as if remaining in the SES in accordance with 5 USC 3392(c) and 5 CFR 317.801		S	
20		Is a former career SES employee who has been removed from the SES	Is receiving a retained rate of pay under 5 CFR 359.705		R	
21	Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by OPM in consultation with the OMB				C	
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	Prior to January 11, 1979, employee's position was converted from one pay plan to another	The employee was not entitled to other grade or pay retention		2	
23		Is paid a saved rate and no other code is applicable	The employee is not paid under the GS		4	

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued

24	Retains pay without time limitation at a rate above the maximum rate for the grade for reasons other than those in the rules above	On or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the GS in accordance with PL 96-465			2	
25	Retains pay without time limitation, at a rate above the maximum rate range for reasons other than those discussed in the rules above.	After January 11, 2004, SES member is paid above level III of the Executive Schedule	May not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule per 5 CFR 534.404(h)(2); or, as a result of their employing agency losing certification of the applicable performance appraisal systems for SES members under 5 CFR 430.405(h) and 5 CFR 534.403(b)		2	
26	Is paid at a rate below minimum rate for the grade or pay band				T	

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued

27	Is an Inspector General in a designated federal entity (as defined in 5 USC 415 and thus covered by 5 USC 423(b), which provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor				D	
28	Is receiving a retained rate based on a former pay rate under the DOW National Security Personnel System (NSPS) that was established when the employee was converted out of NSPS, consistent with section 1113(c)(1) of PL 111-84	Is not covered by pay retention codes because (1) employee had a time-limited appointment at time of conversion out of NSPS; (2) employee's retained rate exceeded 150% of the applicable step 10 rate of pay; or (3) the retained rate exceeds the rate of pay for level IV of the Executive Schedule	The conditions for terminating pay retention in 5 CFR 536.308 do not apply.		Y	
29		Is temporarily retaining a rate above step 10 of the assigned GS grade based on a former rate of basic pay held during a temp promo or temp reassign under NSPS in effect immediately before conversion out of NSPS				

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued

30	Is receiving a retained rate based on a former pay rate under the DOW National Security Personnel System (NSPS) that was established when the employee was converted out of NSPS, consistent with section 1113(c)(1) of PL 111-84	Is receiving a retained rate above the applicable rate range based on transition from NSPS to a position not under the GS within DOW				
31	Is receiving a recruitment, relocation, or retention incentive under 5 USC 5753 or 5754 having a retained computed based on having a retained rate immediately before conversion out of NSPS that is temporarily protected from reduction under the normal rules governing such incentives					

Table 4-D. Annuitant Status

Rule	If Appointee Is	And	And	Then Enter in Block 28 of SF-50	Notes
1	Retired under CSRS	Will not be subject to a pay reduction under 5 USC 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduction	
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduction	
3			Is not a Uniformed Services retiree	6 CS-No Reduction	
4		Will be subject to a pay reduction under 5 USC 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reemployed Ann-CS	
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reemployed Ann-CS	
6			Is not a Uniformed Services retiree	1 Reemployed Ann-CS	
7		Annuity will continue but salary will not be subject to pay reduction under National Defense Authorization Act (NDAA FY 2010)		0 – NDAA FY 10-CS	
8	Annuity has already stopped or will stop upon appointment	Annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE	
9			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE	
10			Is not a Uniformed Services retiree	B Former Ann-FE	
11	Retired under FERS	Annuity will continue but pay will not be subject to reduction under 5 USC 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduction	
12			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduction	
13			Is not a Uniformed Services retiree	G FE-No Reduction	

Table 4-D. Annuitant Status, Continued

Rule	If Appointee Is	And	And	Then Enter in Block 28 of SF-50	Notes
14	Retired under FERS	Annuity will continue and pay will be subject to reduction under 5 USC 8468	Is also a retired Uniformed Services officer	C Ret Off/Reemployed Ann-FE	
15			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reemployed Ann-FE	
16			Is not a Uniformed Services retiree	A Reemployed Ann-FE	
17		Annuity will continue but salary will not be subject to pay reduction per the National Defense Authorization Act (NDAA FY 2010)		K – NDAA FY 2010-FE	
18	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer	
19		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted	
20	Former CSRS Phased Retiree	Is not a Uniformed Services retiree		W Former CSRS PR	
21		Is also a retired Uniformed Services officer		X Ret Off/Former CSRS PR	
22		Is also a retired Uniformed Services enlisted member		Y Ret Enl/Former CSRS PR	
23	Former FERS Phased Retiree	Is not a Uniformed Services retiree		M Former FERS PR	
24		Is also a retired Uniformed Services officer		N Ret Off/Former FERS PR	
25		Is also a retired Uniformed Services enlisted member		P Ret Enl/Former FERS PR	
26	Not described in rules 1-25			9 Not applicable	

Chapter 5: Reserved

Chapter 6: Creditable Service for Leave Accrual
(NOA 882)

Contents

1. Coverage 2
2. Service Computation Date - Leave 2

Table 3

Table 6-A. Change in SCD-Leave 3
Table 6-B. Effective Date and Remarks 4

1. Coverage

Covers the *initial* determination of SCD-Leave as well as *changes* in SCD-Leave and provides context for Tables 6-A and 6-B.

For determining creditable service and computing the SCD-Leave date, see the OPM GPPA Quick Sheet: Determining Creditable Service for Leave.

Before computation of the actual date, all periods of creditable service must be identified and verified.

2. Service Computation Date - Leave

An SCD, either actual or constructed, is generally based on how long the person has been in federal service. The SCD-Leave determines eligibility for leave benefits. Enter the new SCD-Leave in block 31 of the SF-50.

Note: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.

3. Change in Service Computation Date – Leave

Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. See the Quick Sheet: Determining Service Computation Date Section Required Computation and Recomputation of SCD-Leave for guidance.

4. Processing Instructions

a. Use Table 6-B to determine the appropriate **effective date** for a Change in SCD action. The correction has the same effective date as the original action.

b. Use Table 6-A to select the Nature of Action and Legal Authority.

c. Show the new SCD-Leave in block 31 of the SF-50.

d. Use Table 6-B to select the appropriate remarks.

e. See Chapter 4 for additional processing action Instructions.

Table

Table 6-A. Change in SCD-Leave

Rule	If	NOAC is	NOA is	Authority Code is	Authority Code is	Notes	Required Remarks
1	Action is required to Change SCD-Leave	882	Change in SCD-Leave	VZM	5 USC 6303	Use the remarks table to determine the appropriate effective date for a Change in SCD- Leave action. Corrections to the SCD-Leave always have the same effective date as the original action.	Use as many remarks as applicable.

Table 6-B. Effective Date and Remarks

Rule	If	And	Effective on	And Remark Codes Are	And Required Remarks Are
1	Civilian service claimed by employee is later made creditable by statute or OPM ruling		Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.
2	Employee claims additional creditable service not claimed at time of appointment		Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge		Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment		Date of appointment (See note)	B35	Changes SCD from (date) because (state reasons).
5		Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007)			
6	Agency head or designee approves non-Federal service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

Table 6-B. Effective Date and Remarks, Continued

Rule	If	And	Effective on	And Remark Codes Are	And Required Remarks Are
7	Agency head or designee approves military service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
				M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").
8	Employee is receiving credit for prior non-Federal service or active duty uniformed service (5 U.S. Code 6303(e)), and fails to complete 1 full year of continuous service with the appointing agency (i.e., separates from Federal service or transfers to another Federal agency)		Date of separation from appointing agency	B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.
9	Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service and later separated from the uniformed service and thus became a retired member of the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007		The first day of the first pay period occurring after the day on which employee separated from the uniformed service and became a retired member of the uniformed service	B30	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service.
10		Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived by agency		B37	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively."

Chapter 7: Documenting Veterans' Preference
(NOA 883)

Contents

1. Coverage 2
2. Legal Basis for Preference 2
3. Recording Veterans' Preference on the SF-50 2

Job Aid 3

Instructions for Documenting Veterans' Preference 3

Table 3

Table 7-A. Documenting Changes to Veterans' Preference for RIF 3

1. **Coverage**

   a. Covers documentation requirements and changes in veterans' preference.

   b. This chapter does not cover adjudication of veterans' preference for:

      1. Competitive examination; see the Vet Guide for HR Professionals.
      2. RIF and other reorganizations; see the Workforce Reshaping Operations Handbook, Section J.

2. **Legal Basis for Preference**

   The legal basis is the Veterans' Preference Act of 1944, as amended. The Act is codified in 5 USC 2108 and other 5 USC sections. Preference applies to positions in the competitive service and in the excepted service. It does not apply to SES, or to positions in the legislative and judicial branches of the Government. It also does not apply to positions in the Executive Branch which are required to be confirmed by the Senate. Preference is given in competitive examinations, in appointments to positions, and in retention during RIF. Other benefits to which eligibles are entitled include reinstatement in the competitive service, reemployment, and restoration.

3. **Recording Veterans' Preference on the SF-50**

   a. To document the correct information at the time of appointment or conversion, use the Job Aid, Instructions for Documenting Veterans' Preference, and the Table.

   b. Block 23: Indicate the type of Veterans Preference. An employee may have preference for appointment, adverse action, performance-based action, or RIF purposes.

   c. Block 26: Indicate whether or not the employee is eligible for veterans' preference during RIF procedures. When the employee is eligible, "Yes" is recorded. When the employee is not eligible, even if the employee has such preference for other purposes (e.g., adverse actions), "No" is recorded.

   d. See Chapter 4 for additional processing action Instructions.

Job Aid

Instructions for Documenting Veterans' Preference

Step	Action
1	Review the application and supporting veterans' preference documentation (e.g., DD-214; and when claiming 10-point preference, the SF-15 with supporting VA/military disability documentation).
2	Document the correct code for preference for appointment, adverse action, and performance-based action purposes (Vet Guide for HR Professionals). Enter the appropriate code in Block 23. 1 = None 2 = 5-point (TP) 3 = 10-point/disability (XP) 4 = 10-point/compensable (CP) 5 = 10-point/other (XP), or 6 = 10-point compensable/30% (CPS) 7 = 0-Point/Sole Survivorship Preference (SSP) (Remark E59 required)
3	Determine whether employee is eligible for veterans' preference during RIF. Enter an "X" in the appropriate "Yes" or "No" section of block 26.

Table

Table 7-A. Documenting Changes to Veterans' Preference for RIF

Rule	If	NOAC is	NOA is	Authority Code is	Authority Code is	Notes	Remark(s)
1	Action is required to change veterans' preference after EOD	883	Change in Vet Pref for RIF	CCM	5 USC 2108: Veteran; disabled veteran; preference eligible	If code 7 is applicable, remark E59 is required.	E59: Use When Code 7 is reflected in block 23 as employee is entitled to: 0-points for Sole Survivorship Preference.

Chapter 8: Reserved

Chapter 9: Career and Career-Conditional Appointments

(Nature of Action: 100, 101, 130, 140, 141, 500, 501, 540, 541)

Contents

1. Coverage 2

2. Special Conditions 2

Tables 4

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles 4

Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority 6

Addendum to Table 9-B. Second Legal Authorities for Direct Hire Appointments 7

Table 9-C. Appointment Based Only on the Person's Eligibility for Transfer or Reinstatement 8

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System 13

Table 9-E. Appointment Based on Service in a Position Brought into Competitive Service 20

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in Competitive Service 22

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F 24

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights 32

Table 9-I. Remarks to Be Shown on SF-50 36

1. **Coverage**

   Covers permanent appointments in the competitive service by:

   a. Appointment from a civil service certificate or under a direct hire recruiting authority or special authority (DHA).

   b. Conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service.

   c. Transfer or movement from a permanent competitive service appointment to another agency without a break in service.

   d. Reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment.

   e. Exercise of restoration or re-employment rights.

2. **Special Conditions**

   When making permanent appointments in the competitive service, certain special conditions may require additional instructions.

   a. **Person is retired**. When the person being appointed is retired from Federal civilian service, follow the guidance in Reemployed Annuitants (BAL 19-107).

   b. **Return-to-duty on the same date**. If an employee is being converted to a new appointment on the same date they return to duty (RTD) from nonpay status, both the RTD action and the conversion must be documented. Follow this and Chapter 16 to document the RTD and to document the conversion.

   c. **Changes to the work schedule or the number of hours.** Follow Chapter 24 to select the NOA and LAC, and remarks on the change in work schedule or hours. When a conversion and the Change Schedule or Hours are documented on a single SF-52/SF-50, enter the NOA and LAC for the conversion in blocks 5A-5F and enter the NOA and LAC for the Change in Work Schedule or Work Hours action in blocks 6A-6F. If the action includes a change in the number of hours a part-time employee works per biweekly pay period, enter the new amount in block 33. When a return to duty and a conversion are effective on the same date as a Change in Work Schedule or Work Hours, and the return to duty and conversion are recorded on the same SF-52/SF-50, document the return to duty in blocks 5A-5F, the conversion in blocks 6A-6F, the new work schedule in block 32, and the new hours in block 33. You do not need an additional SF-52/SF-50 to document the Change in Work Schedule or Change in Work Hours.

d. Separations by RIF. If an employee is to be separated by RIF procedures accepts a nonpermanent appointment in the same agency, each action must be documented separately, regardless of when the new appointment begins. The losing office processes 356/Separation-RIF and the gaining office processes the new appointment. If an employee accepts an offer of assignment under RIF regulations to a specifically temporary position process the employee's movement to the new position as a Reassignment, follow the instructions in Chapter 14.

e. Processing Action Instructions. See Chapter 4 for additional requirements.

Tables

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles

Rule	If the Appointment Is Based On (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Removed from GPPA and archived on 06/04/2026. Administrative Careers with America (ACWA) examination					End of ACWA February 24, 2026		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2									
3									
4									
5	Selection from a Civil Service certificate of eligibles for a worker-trainee (WT) developmental job (See note 2)	Not on agency's rolls	Career	100	Career Appt	A2M	CS Cert No____WT		
6			Career-Conditional	101	Career-Cond Appt				
7		Already on agency's rolls	Career	500	Conv to Career Appt				
8			Career-Conditional	501	Conv to Career-Cond Appt				
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8	Not on agency's rolls	Career	100	Career Appt	ACM	CS Cert No____		
10			Career-Conditional	101	Career-Cond Appt				
11		Already on agency's rolls	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles, Continued

Rule	If the Appointment Is Based On (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
13	The person previously was within reach on a Civil Service certificate for career or career-conditional appt to their position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	5 CFR 315.703 and CS Cert No____	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
14			Career-Conditional	501	Conv to Career-Cond Appt				
15	Certificate issued from a Civil Service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM DE Agr (enter #)		
16		Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt		OPM DE Agr (enter #)		
17		Is already on agency's rolls	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority

Rule	If the Appointment Is Based on (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	1st authority: AYM 2nd authority: see addendum to this table	5 CFR 337.201	1. See addendum to this table, below. 3. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as an additional authority in the remarks block of the SF-52/SF-50 when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks from as applicable
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career- Cond Appt				

Addendum to Table 9-B. Second Legal Authorities for Direct Hire Appointments

(This information is also included in Chapter 10, Table 10-B in the GPPA Navigator)

Agency-Specific Direct Hire Authorities

For appointments based on authorities specific to your agency, cite **AYM** as the first authority and **BYO** as the second. In blocks 5-F or 6-F, cite one of the following LACs alongside **BYO** to document the origin of the authority used.

When Appointment Is for	Then 2nd LAC/Authority (After AYM) Is
IT positions for which the agency head has determined a severe shortage of candidates per 337.204(d)	**BYO:** Enter DA-001
IT positions for which the agency head has determined a critical hiring need per 337.205(c)	**BYO:** Enter DA-002
OPM-approved single agency authority	**BYO:** Enter authority approved by OPM

Government-wide Direct Hire Authorities

For appointments based on authorities OPM has approved for government-wide use, cite **AYM** as the first authority and the appropriate code below as the second authority.

When Appointment Is for	Then 2nd LAC/Authority (After AYM) Is
Medical occupations	**BAB:** GW-001
Information Technology Management (Information Security) positions	**BAC:** GW-002
Iraqi Reconstruction positions that require fluency in Arabic or other related Middle Eastern languages	**BAD:** GW-003
Veterinary Medical Officer positions	**BAG:** GW-006
Scientific, technical, engineering, and mathematics (STEM) positions, including acquisitions positions	**BAH:** GW-007
Cybersecurity-related positions	**BAI:** GW-008
Artificial Intelligence positions	**BAJ:** GW-009

Table 9-C. Appointment Based Only on the Person's Eligibility for Transfer or Reinstatement

Including reinstatement from agency's Re-employment Priority List. Do not use this table for selections from a Civil Service certificate or under a Direct Hire Recruiting Authority.

Rule	If the Appointment Is	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code is	Authority Is (See Notes)	Notes	Remarks
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (See note 2)	130	Transfer	KTM	Cite specific authority for action	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
2			To a higher grade (See note 2)			KVM	Cite specific authority for action		
3			To a lower grade (See note 2)			KXM	Cite specific authority for action		
4	Transfer under 5 CFR 330.707, the Interagency Career Transition Assistance Plan		To the same grade or to a different pay plan			ABS	5 CFR 330.708		
5			To a lower grade (See note 2)			ABT	5 CFR 330.707 CLG		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code is	Authority Is (See Notes)	Notes	Remarks
6	Transfer under 5 CFR 330.608, the agency CTAP			130	Transfer	ABR	5 CFR 330.608	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
7	Transfer of an Administrative Law Judge between agencies					SZT	5 CFR 930.204(h)		
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency rolls	Career	140	Reins-Career	KQM	Cite specific authority for action		
9			Career-Conditional	141	Reins Career-Cond				
10		Is already on your agency rolls	Career	540	Conv to Reins-Career				
11			Career-Conditional	541	Conv to Reins-Career-Cond				
12	Reinstatement from your agency's Re-employment Priority List	Is not on your agency rolls	Career	140	Reins-Career	NUM	5 CFR 330.207		
13			Career-Conditional	141	Reins-Career-Cond				
14		Is already on your agency rolls	Career	540	Conv to Reins-career				
15			Career-Conditional	541	Conv to Reins-Career-Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code is	Authority Is (See Notes)	Notes	Remarks
16	Reinstatement following an SES career appointment when employee had guaranteed placement rights	Moved out of SES for unacceptable performance during prob period	Career	540	Conv to Reins-Career	VDJ and KQM	5 USC 3594(a), and Cite specific authority for action	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
17			Career-Conditional	541	Conv to Reins-Career-Cond				
18		Moved out of SES for less than fully successful performance following prob period	Career	540	Conv to Reins-Career	VCS and KQM	5 USC 3594(b)(1), and Cite specific authority for action		
19			Career-Conditional	541	Conv to Reins-Career-Cond				
20	Reinstatement following an SES career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT and KQM	5 USC 3594(b)(2), and Cite specific authority for action		
21			Career-Conditional	541	Conv to Reins-Career-Cond				
22-23	Reserved								
24	Reinstatement of a former Administrative Law Judge who has served with career status under 5 USC 3105		Career	140	Reins-Career	SZW	5 CFR 930.204(g)		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code is	Authority Is (See Notes)	Notes	Remarks
25	Reinstatement when a position in the excepted service is brought into the competitive service	Is already on your agency rolls	Career	540	Conv to Reins-Career	KQM and ZLM	Cite specific authority for action and cite specific authority that brought the position into the competitive service	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
26			Career-Conditional	541	Conv to Reins-Career Cond				
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on your agency's rolls	Career	140	Reins-Career				
28			Career-Conditional	141	Reins-Career-Cond				
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan (ICTAP)	Is not on your agency's rolls	Career	140	Reins-Career	ABS	5 CFR 330.708		
30			Career-Conditional	141	Reins-Career-Cond				
31		Is already on agency's rolls	Career	540	Conv to Reins-Career				
32			Career-Conditional	541	Conv to Reins-Career-Cond				
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not on your agency's rolls	Career	140	Reins-Career	ABR	5 CFR 330.608		
34			Career-Conditional	141	Reins-Career-Cond				
35		Is already on agency's rolls	Career	540	Conv to Reins-Career				
36			Career-Conditional	541	Conv to Reins-Career-Cond				

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement, Continued

Rule	If the Appointment Is	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code is	Authority Is (See Notes)	Notes	Remarks
37	Reinstatement from a Recent Graduates appointment (See note 3)	Is already on agency's rolls	Career	540	Conv to Reins-Career	LAB	5 CFR 362.306	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
38			Career-Conditional	541	Conv to Reins-Career Cond				
39		Is not on your agency's rolls	Career	140	Conv to Reins-Career				
40			Career-Conditional	141	Conv to Reins-Career Cond				
41	Reinstatement from a Presidential Management Fellows (PMF) appointment (See note 3)	Is already on agency's rolls	Career	540	Conv to Reins-Career	LAD	5 CFR 362.407		
42			Career-Conditional	541	Conv to Reins-Career Cond				
43		Is not already on the rolls of your agency	Career	140	Conv to Reins-Career				
44			Career-Conditional	141	Conv to Reins-Career Cond				
45	Reinstatement under an authority not covered under Rules 8-44	In not on your agency's rolls	Career	140	Reins-Career	ZLM	(Cite law, EO, or reg. that authorizes reinstatement)		
46			Career-Conditional	141	Reins-Career-Cond				
47		Is already on agency's rolls	Career	540	Conv to Reins-Career				
48			Career-Conditional	541	Conv to Reins-Career Cond				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Service with the Federal Aviation Administration	moving from the other merit system without a break inservice after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	5 CFR 6.7-FAA Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2			Career-Conditional	101	Career-Cond Appt				
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	In not on your agency's rolls	Career	100	Career Appt	K1M	5 CFR 315.601		
4			Career-Conditional	101	Career-Cond Appt				
5		Is already on agency's rolls	Career	500	Conv to Career Appt				
6			Career-Conditional	501	Conv to Career-Cond Appt				
7	Service with the Nuclear Regulatory Commission (NRC)	moving from the other merit system without a break inservice or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	5 CFR 6.7-NRC Agr		
8			Career-Conditional	101	Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
9	Service with the Tennessee Valley Authority (TVA)	moving from the other merit system without a break in service or is being reappointed within one year following involuntary sep without personal cause (to include resignation after receiving advance notice of RIF)	Career	100	Career Appt	BBM	5 CFR 6.7-TVA Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
10			Career-Conditional	101	Career-Cond Appt				
11		being converted to another appointment in your agency within one year following involuntary sep from the TVA without personal cause (to include resignation after receiving advance notice of RIF)	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				
13	Service in a position filled under 38 USC 7401(1) or (3) in the Division of Medicine and Surgery, Dept of Veterans Affairs (VA)	moving from theVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	5 CFR 6.7–VA Agr		
14			Career-Conditional	101	Career-Cond Appt				
15		being converted to another appointment in the VA or being converted in another agency within one year following involuntary separation from the VA without personal cause	Career	500	Conv to Career Appt				
16			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Dept of Veterans Affairs (VA)	moving from theVA without a break in service or is being reappointed within one year following involuntary separation from the VA without personal cause	Career	100	Career Appt			1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
18			Career-Conditional	101	Career-Cond Appt				
19		being converted to another appointment in the VA or being converted in another agency within one year following involuntary separation from the VA without personal cause	Career	500	Conv to Career Appt				
20			Career-Conditional	501	Conv to Career-Cond Appt				
21	Service under the Defense Civilian Intelligence Personnel System (DCIPS)	moving from the DCIPS without a break in service to appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	5 CFR 6.7-DCIPS Agr		
22			Career-Conditional	101	Career – Cond Appt				
23		being converted to another appointment in same agencywithout a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the DCIPS	Career	500	Conv to Career Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
24	Service under the Defense Civilian Intelligence Personnel System (DCIPS)	without personal cause (See note 2)	Career-Conditional	501	Conv to Career – Cond Appt	BNM	5 CFR 6.7-DCIPS Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. Rules 23 and 24 will apply when a former DCIPS employee is employed in your agency after an involuntary separation without personal cause from DCIPS and then is converted to career or career-conditional appointment within one year of the DCIPS separation. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
25	Completion of 1 year of continuous service under a non-temp appointment under personnel system of the GAO	not employed by your agency	Career	100	Career Appt	ZQM	31 USC 732(g)		
26			Career-Conditional	101	Career-Cond Appt				
27		already employed by your agency	Career	500	Conv to Career Appt				
28			Career-Conditional	501	Conv to Career-Cond Appt				
29	Completion of one year of continuous service under a non-temporary appointment under the personnel system of the Administrative Office of the U.S. Courts	not employed by your agency	Career	100	Career Appt	ZTU	28 USC 602		
30			Career-Conditional	101	Career-Cond Appt				
31		already employed by your agency	Career	500	Conv to Career Appt				
32			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of War (DoW)	moving from a DoW NAFI without a break in service or is being reappointed within one year following involuntary sep from a DoW NAFI without personal cause	Career	100	Career Appt	BNN	5 CFR 6.7-DoW/ NAFI Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
34			Career-Conditional	101	Career-Cond Appt				
35		being converted to another appointment within one year following involuntary sep from a DoW NAFI without personal cause	Career	500	Conv to Career Appt				
36			Career-Conditional	501	Conv to Career- Cond Appt				
37	Service with the Corporation for National and Community Service (CNCS)	moving from the other merit system without a break in service after completing at least 1 year of continuous non-temporary service, or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNZ	5 CFR 6.7-CNCS Agr		
38			Career-Conditional	101	Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
39	Service with the International Boundary Water Commission (IBWC)	moving from the IBWC personnel system without a break in service after completing at least 1 year of continuous service, or being reappointed within one year following involuntary sep without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	5 CFR 6.7-IBWC Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
40			Career-Conditional	101	Career-Cond Appt				
41		being converted to another appt. in the agency within one year following involuntary sep from IBWC w/o personal cause (including resign after rec adv. notice of RIF)	Career	500	Conv to Career Appt				
42			Career-Conditional	501	Conv to Career-Cond				
43	Service with DHS, Transportation Security Administration (TSA)	moving from TSA without a break in service after completing at least 1 year of continuous service under a perm. appt. or is being reappointed within 1 year following involuntary sep from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	100	Career Appt	BNY	5 CFR 6.7-DHS/TSA Agr		
44			Career-Conditional	101	Career-Cond Appt				

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System, Continued

Rule	If Selection Is Based on (See Note 3)	And the Person is	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
45	Service with DHS, Transportation Security Administration (TSA)	converted to a perm appt in DHS from TSA after completing at least 1 year of continuous service under a perm. appt. or being converted to a perm. appt. in another agency within 1year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a perm. appt.	Career	500	Conv to Career Appt	BNY	5 CFR 6.7- DHS/TSA Agr	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
46			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-E. Appointment Based on Service in a Position Brought into Competitive Service

Rule	If the Appointment Is Based On (See Note 5)	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
1	Service in a position that was brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	5 CFR 315.603(a)(1)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and "ZLM," if used. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				
5	Service in a position that was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	5 CFR 315.603(a)(2)		
6			Career-Conditional	101	Career-Cond Appt				
7		Is already on agency's rolls	Career	500	Conv to Career Appt				
8			Career-Conditional	501	Conv to Career-Cond Appt				
9	Service in a position brought into competitive service before the employee's separation for compensable injury or during the period of statutory restoration rights following such an injury	Is not on agency's rolls	Career	100	Career Appt	K8M	5 CFR 315.603(a)(3)		
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on agency's rolls	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service, Continued

Rule	If the Appointment Is Based On (See Note 5)	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
13	The employee's position having been brought into the competitive service not covered in Rules 1-12 (See note 4)	Is already on agency's rolls and does not meet requirements for reinstatement (See note 3)	Career	500	Conv to Career Appt	LLM	5 CFR 315.701	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and "ZLM," if used. 3. When the reinstatement authority is cited, go to Table 9-C instead. 4. When a position in public or private enterprise is initially taken over by the Federal Government, see instructions for Appointment—Status Quo in Chapter 10. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
14			Career-Conditional	501	Conv to Career-Cond Appt				
15	The employee serving in an excepted service position under the Schedule Policy/Career provisions in 5 CFR 213.3601 has been brought back to the competitive service		Career	500	Conv to Career Appt	YEO	(Cite Law, EO, or reg. that authorizes the appointment or conversion)		E65 - Returned from an excepted service position to a competitive service position under the provisions contained in 5 CFR 213.3601 E66 - Incumbent resumes coverage under 5 USC 43, 5 USC 75, and MPSB appeal procedures.
16			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in Competitive Service

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 ("rare bird" type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	5 CFR 315.702	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2			Career-Conditional	501	Conv to Career-Cond Appt				
3	Completion, by a disabled veteran, of a training course under 38 USC 31		Career	500	Conv to Career Appt	LBM	5 CFR 315.604		
4			Career-Conditional	501	Conv to Career-Cond Appt				
5	Employee completing at least 3 years of total creditable service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	5 CFR 315.704		
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30% or more		Career	500	Conv to Career Appt	LZM	5 CFR 315.707		
7			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service, Continued

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
8	Conversion of an Intern serving on a term appointment under 5 CFR 362.107(a) (See note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	5 CFR 362.107(b) - Intern	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
9			Career	100	Career Appt				
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond				
11			Career	500	Conv to Career Appt				
12	Conversion of a Recent Graduate serving on a term appointment under 5 CFR 362.107(a) (See note 2)	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAG	5 CFR 362.107(b) - RG		
13			Career	500	Career Appt				
14		Is not on agency rolls	Career-Conditional	101	Career-Cond Appt				
15			Career	100	Career Appt				
16	Conversion of Fellow serving on a term appointment under 5 CFR 362.107(a) (See note 2)	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAH	5 CFR 362.107(b) - PMF		
17			Career	500	Career Appt				
18		Is not on agency rolls	Career-Conditional	101	Career-Cond Appt				
19			Career	100	Career Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Service in a position in the immediate Office of the Pres. or Vice Pres. or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	5 CFR 315.602	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2			Career-Conditional	101	Career-Cond Appt				
3	Service in certain appointments in the Postal Service or Rate Commission		Career	100	Career Appt	V8L	39 USC 1006		
4			Career-Conditional	101	Career-Cond Appt				
5	Possession of special quals in a professional or scientific field for a position 5 USC 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 USC 3325		
6		Is already on agency's rolls	Career	500	Conv to Career Appt				
7	Possession of special quals in a professional or scientific field for a position authorized under an authority other than 5 USC 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite the law, EO, or reg. authorizes the appointment)		
8			Career-Conditional	101	Career-Cond Appt				
9		Is already on agency's rolls	Career	500	Conv to Career Appt				
10			Career-Conditional	501	Conv to Career- Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
11	Correction of an administrative error or oversight in not recommending an employee for benefits under EO 10826	Is not on your agency's rolls	Career	100	Career Appt	ZGM	EO 10826	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
12			Career-Conditional	101	Career-Cond Appt				
13		Is already on agency's rolls	Career	500	Conv to Career Appt				
14			Career-Conditional	501	Conv to Career- Cond Appt				
15	Service under an excepted appointment as a Secret Service agent when the provisions of EO 11203 are (Treasury Dept.)		Career	500	Conv to Career Appt	ZGY	EO 11203		
16	Service on a Veterans Recruitment Appointment	Has completed 2 years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	LYM	5 CFR 315.705		
17			Career-Conditional	501	Conv to Career- Cond Appt				
18	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAM	5 CFR 315.612		
19		Is already on agency's rolls		501	Conv to Career- Cond Appt				
20	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career	100	Career Appt				
21		Is already on the rolls of your agency		500	Conv to Career Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
22	Conversion of an appointment which was made under Sch A, 5 CFR 213.3102(u)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	5 CFR 315.709	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
23			Career-Conditional	501	Conv to Career-Cond Appt				
24	Service as a Foreign Service career officer or employee under the Foreign Service Act	Is not on your agency's rolls	Career	100	Career Appt	LHM	5 CFR 315.606		
25			Career-Conditional	101	Career-Cond Appt				
26		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
27			Career-Conditional	501	Conv to Career-Cond Appt				
28	Satisfactory completion of 36 months of substantially continuous service under Peace Corps Act Sec. 7(a)	Is not on your agency's rolls	Career	100	Career Appt	LJM	5 CFR 315.607		
29			Career-Conditional	101	Career-Cond Appt				
30		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
31			Career-Conditional	501	Conv to Career-Cond Appt				
32	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	5 CFR 315.605		
33			Career-Cond	101	Career-Cond Appt				
34		Is already on agency's rolls	Career	500	Conv to Career Appt				
35			Career-Cond	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
36	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration (DEA)		Career	500	Conv to Career Appt	ZMM	EO 12230	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
37	Service overseas while a family member of a civilian employee, non-appropriated fund instrumentality (NAFI) employee, or uniformed service member who is serving overseas	Is not on rolls	Career-Cond	101	Career-Cond Appt	ZJK	EO 12721		
38		Is already on agency's rolls		501	Conv to Career-Cond Appt				
39	Service in U.S. positions of the Panama Canal Commission (PCC)	Is not on your agency's rolls	Career	100	Career Appt	LKM	5 CFR 315.609		
40			Career-Cond	101	Career-Cond Appt				
41		Is already on agency's rolls	Career	500	Conv to Career Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
42			Career-Cond	501	Conv to Career-Cond Appt				
43	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	5 CFR 315.610	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
44			Career-Conditional	101	Career-Cond Appt				
45		Is being converted to another appointment in your agency within 1 year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt				
46			Career-Conditional	501	Conv to Career-Cond Appt				
47	Service as a reader, interpreter, or personal assistant under Sch A, 5 CFR 213.3102(ll)	Is already on agency's rolls	Career	500	Conv to Career Appt	L2K	5 CFR 315.711		
48			Career-Conditional	501	Conv to Career- Cond Appt				
49	Veterans Employment Opportunity Act of 1998 as amended by PL 106-117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	PL 106-117, Sec. 511		
50			Career-Conditional	101	Career-Cond Appt				
51		Is already on agency's rolls	Career	500	Conv to Career Appt				
52			Career-Conditional	501	Conv to Career- Cond Appt				
53	Service under an internship program	Is already on agency's rolls	Career	500	Conv to Career Appt	LAK	5 CFR 315.713(a)(1)		
54			Career-Conditional	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
55	Service under an internship program	Is not on your agency's rolls	Career	100	Career Appt	LAK	5 CFR 315.713(a)(1)		
56	Service under an internship program	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAK	5 CFR 315.713(a)(1)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 USC 5376 and (agency certificate #)." 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	5 CFR 315.713(a)(2)		
58			Career-Conditional	501	Conv to Career- Cond Appt				
59		Is not already on the rolls of your agency	Career	100	Conv to Career Appt				
60			Career-Conditional	101	Conv to Career- Cond Appt				
61	Service under the Presidential Management Fellows Program (PMF)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	5 CFR 315.713(a)(3)		
62			Career-Conditional	501	Conv to Career- Cond Appt				
63		Is not already on the rolls of your agency	Career	100	Conv to Career Appt				
64			Career-Conditional	101	Conv to Career- Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
65	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, EO, or reg. that authorizes the appointment or conversion) (See note 2)		
66			Career-Cond	101	Career-Cond Appt				
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
68			Career-Cond	501	Conv to Career- Cond Appt				
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, EO, or reg. that authorizes the appointment or conversion) (See note 2)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 USC 5376 and (agency certificate #)." 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
70			Career-Cond	101	Career-Cond Appt				
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
72			Career-Cond	501	Conv to Career-Cond Appt				
73	Service under the Post-Secondary Student Program under 5 USC 3116 that meets eligibility requirements for conversion to a competitive service position	Is already on agency's rolls	Career	500	Conv to Career Appt	LAQ	5 CFR 316.910		
74			Career-Cond	501	Conv to Career-Cond Appt				
75	Based on a person's eligibility for a College Graduate Appointment (5 USC 3115)	Is not on your agency's rolls	Career	100	Career Appt	LAU	5 CFR 315.614(a)		
76			Career-Cond	101	Career-Cond Appt				
77		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
78			Career-Cond	501	Conv to Career-Cond Appt				

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F, Continued

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
79	The authority to noncompetitively appoint certain DoW relocating civilian spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	CDS	PL 118-31		
80		Is already on agency's rolls		501	Conv to Career- Cond Appt				
81		Is not on your agency's rolls	Career	100	Career Appt				
82		Is already on the rolls of your agency		500	Conv to Career Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
1	Return from uniformed service	Exercises restoration rights under 38 USC 4301	Career	100	Career Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. 3. If the MSPB determines restoration was improper, cancel it following instructions in Chapter 32. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
2			Career-Cond	101	Career-Cond Appt				
3	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 3)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)		
4			Career-Cond	101	Career-Cond Appt				
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)		
6			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
7	MSPB directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (See note 3)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. 3. If the MSPB determines restoration was improper, cancel it following instructions in Chapter 32. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
8			Career-Conditional	101	Career-Cond Appt				
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)		
10			Career-Conditional	101	Career-Cond Appt				
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which re-employment is based)	5 CFR 352.204 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
12			Career-Conditional	101	Career-Cond Appt				
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which re-employment is based)	5 CFR 352.311 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
14			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which re-employment is based)	5 CFR 352.507 and (Cite authority for appointment held prior to separation upon which re-employment is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. If the MSPB determines restoration was improper, cancel it following instructions in Chapter 32. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
16			Career-Conditional	101	Career-Cond Appt				
17		Is already on agency's rolls	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career-Cond Appt				
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite 22 USC 2385(d)) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
20			Career-Conditional	101	Career-Cond Appt				
21		Is already on agency's rolls	Career	500	Conv to Career Appt				
22			Career-Conditional	501	Conv to Career-Cond Appt				
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	5 CFR 352.803		
24			Career-Conditional	101	Career-Cond Appt				

Table 9-H. Appointment Based on Exercise of Restoration or Re-employment Rights, Continued

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite authority for the re-employment) and (Cite authority for appointment held prior to separation upon which re-employment is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. If the MSPB determines restoration was improper, cancel it following instructions in Chapter 32. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable
26			Career-Conditional	101	Career-Cond Appt				

Table 9-I. Remarks to Be Shown on SF-50

Rule	If	And	Remark Code Is	And Remark Is	Notes
1	Employee was required to complete an appointment affidavit, SF-61, Appointment Affidavit		M01	Appointment affidavit executed (date).	
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]	
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by CSRS or FERS.]	
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.	
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).	
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).	
8	Employee is receiving a career appointment to a position other than an Administrative Law Judge	Employee has completed the service requirement for career tenure	T07	Completed service requirements for career tenure as follows: from (date) to (date) [if continuous service] **OR** list start and end dates of creditable service totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
9	Employee is receiving a career appointment to a position other than an Administrative Law Judge	Employee must complete an initial appointment probationary period (e.g., after selection from a Civil Service certificate)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.	
10	Employee is receiving an appointment as an Administrative Law Judge	Employee is automatically exempt from the probationary period requirements per 5 CFR 930.204(e)	E08	Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements.	
11	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.	
12		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.	
13		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).	
14	Employee qualified under a training agreement which places them directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.	
16	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2,080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See note 3)	3. Be sure to attach the employment or working agreement to the SF-50.

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion/staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).	
18	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed).	
19	Action is a transfer or reinstatement	Agency modified OPM qual standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.	
20	A career appointee in the SES voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.	
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	Their retention has been documented with a 755/ Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
22	Employee is on the rolls of another agency on a part-time or intermittent appointment (See note 6)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	6. Send copy of appt. SF-50 to employee's other agency (reference 5 USC 5533).
23	Employee is on the rolls of another agency in a nonpay status (See Note 6)	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).	
24	Employee is moving between executive agencies	Has re-employment rights in former agency or office	M02	You have re-employment rights for two years in (former agency) granted under 5 CFR 352.204 and OPM letter of (date).	
25	Employee is a Special Government Employee as defined in 18 USC 202		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
26	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in SES or failure to be recertified	M58	No SES reinstatement rights.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
27	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the SES and continues under (enter type of appointment) with all associated rights and benefits.	
28	Appointment is at a salary rate above minimum rate of the grade		P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.	
29	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 USC 5305 to recruit and retain		P05	Special rate under 5 USC 5305.	
30	Employee is appointed to or converted to a supervisory GS position in which they supervise higher-paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of ($).	
31	Employee's salary will be based on their highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate SF-50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
34	Employee is returning after service with the American Institute in Taiwan, an international organization, military service, or absence due to compensable injury	Rate of pay includes increases they earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 USC 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of RIF.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
38	Employee is entitled to grade retention under 5 USC 5362		X45	Retained grade will be used to determine employee's pay, retirement andinsurance benefits, and promotion and training eligibility.	
39		Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (See note 4)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	4. Use this remark in addition to those required by rules 36-38.
40		Employee will be entitled another period of grade retention when the current period has ended	X38 (See note 4)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.	
41	Employee was entitled to grade retention under 5 USC 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
42			X49	Change to lower grade, level, or band is for personal cause.	
43	Employee who is moved out of the SES is entitled to a retained rate of pay higher than the pay of the position in which they are placed		X40	Employee is entitled to pay retention.	
44	Employee is entitled to pay retention under 5 USC 5363				
45		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
46	Employee was entitled to pay retention under 5 USC 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.	
47			X42	Pay retention entitlement is terminated.	
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks ofseverance pay.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
49	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 USC 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 USC 207(c).	
50	Employee's total salary includes payment for administratively uncontrollable overtime		P81	Salary in block 20 includes AUO of ($).	
51	Reserved				
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of ($).	
53	Employee who is re-employed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of the CSRS and FERS Handbook	Employee has been given an SF-3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under FERS within 6 months of the effective date of this personnel action. SF-3109 provided to employee.	
54	Employee's retirement code will be C, E, K, L, M, or N		M38	Frozen Service: (enter yrs and mos, e.g., “20 yrs, 5 mos”)	
55	Employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	
56	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 55 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE, or FERS-FRAE.	
57	Employee has elected to retain coverage under a retirement system for non- appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAFI employees.	
58	Conversion is from intermittent employment without compensation		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
60	Employee is eligible for Sole Survivorship veterans' preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.	
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the government pays for your enrollment and the amount the government pays for a full-time employee.	
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full- time salary rate shown in block 20 of this SF-50. However, Basic Life insurance coverage is always at least $10,000.	
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.	
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.	
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
68	Office providing personnel service (including OPF maintenance) is not at the same location or is not part of the same org as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives service from agency B)		M10	OPF maintained by (name and address of office).	
69	Will be a reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
70	Will be a reemployed annuitant	Salary will be reduced by the amount of the annuity because neither OPM nor the agency has approved a waiver under 5 CFR 553	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost-of-living increases.	7. For annuity adjustment, follow agency's procedures to forward it to payroll.
71			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See note 7)	
72			P10	Annuity at present is ($). (See note 8)	8. To determine the annual rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM.

Table 9-I. Remarks to Be Shown on SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
73	Employee is receiving credit for non-Federal service under 5 USC 6303(e) that otherwise would not be creditable		B73	You are receiving (yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
74	Employee receiving credit for active-duty uniformed service under 5 USC 6303(e) that otherwise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
75	Certificate issued from a Civil Service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).	
76	Reserved				
77	Schedule Policy/Career		E65	Position and/or employee have been returned from an excepted service position to a competitive service position under the provisions contained in 5 CFR 213.3601	
78	Schedule Policy/Career		E66	Incumbent resumes coverage under 5 USC 43, 5 USC 75, and MPSB appeal procedures.	

Chapter 10: Nonstatus Appointments in the Competitive Service

(Nature of Action: 107, 108, 115, 120, 122, 124, 190, 507, 508, 515, 520, 522, 524, 590, 760, 765)

Contents

1. Coverage 2

2. Special Conditions 2

Tables 3

Table 10-A. Reserved 3

Table 10-B. Appointments Not to Exceed 3

Table 10-B. Second Legal Authorities for Direct Hire Appointments 11

Table 10-C. Provisional Appointment NTE (date) 12

Table 10-D. Reserved 12

Table 10-E. Term Appointment 13

Table 10-F. Status Quo Employment 19

Table 10-G. Emergency Appointment 21

Table 10-H. Overseas Limited Appointment 25

Table 10-I. Remarks to be Shown on the SF-50 258

1. Coverage

This chapter covers all time-limited or nonpermanent competitive service appointments from which employees do not acquire competitive status.

2. Special Conditions

When certain special conditions impact the documentation of the personnel action for nonstatus appointments in the competitive service, see the additional instructions required.

a. Person is retired. See Chapter 9.

b. Return-to-duty on the same date. See Chapter 9.

c. Changes to the work schedule or the number of hours. See Chapter 9.

d. Employee will be separated by reduction in force. See Chapter 9.

e. Processing Action Instructions. See Chapter 4.

Tables

Table 10-A. Reserved

Table 10-B. Appointments Not to Exceed

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not employed by your agency		115	Appt NTE (date)	LCM	5 CFR 316.402(b)(3); MS	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 5. See addendum to this table for direct hire authorities (secondary LAC) 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is already employed by your agency		515	Conv to Appt NTE (date)				
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from OPM or a special examining unit authorized by OPM	Is not employed by your agency		115	Appt NTE (date)	BWA	OPM DE Agr (enter #)		
4		Is already employed by your agency		515	Conv to Appt NTE (date)				
5	Under a direct hire authority	Is not employed by your agency		115	Appt NTE (date)	AYM, and (See note 5)	Direct Hire Authority (cite OPM authority and date)		
6	Under a direct hire authority	Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)	AYM, and (See note 5)			

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
7	Based on agency's authority to make temporary appointments by selection from a register	Is not an employee of your agency		115	Appt NTE (date)	MXM	5 CFR 316.402(a)	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appt NTE (date)	M6M	Cite specific authority for action		
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.608, 315.609, 315.612, 315.703, or 315.711	Is not an employee of your agency		115	Appt NTE (date)	M8M	5 CFR 316.402(b)(3)		
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK	EO 12721	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
15	Of a former temporary employee of the agency who was originally appointed from a register	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	5 CFR 316.402(b)(7)		
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)				
17	Based on eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency		115	Appt NTE (date)	NCM	5 CFR 316.402(b)(2)		
18		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	5 CFR 316.402(b)(4)	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
20		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
21-26	Reserved								
27	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 USC 1006		
28		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
29	Based on service with the Government Accountability Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	31 USC 732(g)		
30		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
31	Based on service with the Administrative Office of the U.S. Courts	Is not an employee of your agency		115	Appt NTE (date)	ZTU	28 USC 602	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
32		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				
33	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Is an agency employee's relative who is being hired for a period not to exceed 1 month to meet urgent needs resulting from an emergency posing immediate threat to life or property or from a national emergency	Is not an employee of your agency	115	Appt NTE (date)	KLM	5 CFR 310.102		
34	To a scientific or professional position established under 5 USC 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 USC 3325		
35		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
36	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM	5 CFR 316.701	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
37	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM	PL 99-586		
38	Based on service as an Administrative Law Judge	Is receiving an annuity under the CSRS	Is not already an employee of your agency	115	Appt NTE (date)	SZX	5 CFR 930.209		
39			Is already employed in your agency	515	Conv to Appt NTE (date)				
40	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	5 CFR 316.702		

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
41	Based on restoration rights after uniformed service	Exercises restoration rights under 38 USC 4301		115	Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table. 3. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	See list of Remarks (Use as many remarks as are applicable)
42	Based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 3)			115	Appt NTE (date)	ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)		
43	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	5 CFR 330.608		
44		Is already employed in your agency		515	Conv to Appt NTE (date)				
45	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	5 CFR 330.207		
46		Is already employed in your agency		515	Conv to Appt NTE (date)				
47	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	5 CFR 330.708		
48		Is already employed in your agency		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

Rule	If Appointment Is (See Note 6)	And the Person	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 2)	Notes	Remarks
49	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)	1. See 5 CFR 316 for information about temporary limited appointments. 2. If action is the result of contracting out under OMB Circular A-76, cite as the second authority for the temporary appointment "PNR: 5 CFR 351.603 (A-76)." "ZLM: Other Citation (Law, EO, or Reg.)" may be cited in addition to any other authority or authorities required by this table.	Use as many remarks as are applicable
50	Circumstances or an authority not described in Rules 1-49	Is not an employee of your agency		115	Appt NTE (date)	ZLM	Cite Law, EO or Regulation that authorizes appointment or conversion	6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	
51		Is already employed in your agency		515	Conv to Appt NTE (date)				
52	Based on a person's eligibility for a Post-Secondary Student appointment per 5 USC 3116	Is not an employee of your agency		115	Appt NTE (date)	MAD	5 CFR 316.901 – Post Secondary Student Temp Appt.)		
53		Is already employed in your agency		515	Conv to Appt NTE (date)				

Addendum to Table 10-B. Second Legal Authorities for Direct Hire Appointments
(This information is included in Chapter 10 rules in the GPPA Navigator)

Agency-Specific Direct Hire Authorities

For appointments based on authorities specific to your agency, cite **AYM** as the first authority and **BYO** as the second. In blocks 5-F or 6-F cite one of the following codes alongside **BYO** to document the origin of the authority used.

When Appointment Is for	Then 2nd LAC: Authority (after AYM) Is
IT positions for which the agency head has determined a severe shortage of candidates per 5 CFR 337.204(d)	**BYO:** DA-001
IT positions for which the agency head has determined a critical hiring need per 5 CFR 337.205(c)	**BYO:** DA-002
OPM-approved single agency authority	**BYO:** Enter authority approved by OPM

Government-wide Direct Hire Authorities

For appointments based on authorities OPM has approved for Government-wide use, cite **AYM** as the first authority and one of the codes below as the second authority.

When Appointment Is for	Then 2nd LAC: Authority (after AYM) Is
Medical occupations	**BAB:** GW-001
Information Technology Management (Information Security) positions	**BAC:** GW-002
Iraqi Reconstruction positions that require fluency in Arabic or other related Middle Eastern languages	**BAD:** GW-003
Veterinary Medical Officer positions	**BAG:** GW-006
Scientific, technical, engineering and mathematics (STEM) positions, including acquisitions positions	**BAH:** GW-007
Cybersecurity-related positions	**BAI:** GW-008
Artificial Intelligence positions	**BAJ:** GW-009

Table 10-C. Provisional Appointment NTE (date)

Rule	If the Appointment Is (See Note 2)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
1	Temporary to a continuing position when the agency intends to later convert the employee to a non-temporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)	1. Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B. 2. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)				

Table 10-D. Reserved

Table 10-E. Term Appointment

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not an employee of your agency	108	Term Appt NTE (date)	LDM	5 CFR 316.302(b)(3); MS	1. ZLM: Other Citation (Law, EO, or Regulation) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 4. See addendum to Table 10-B for direct-hire legal authorities 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM DE Agr (enter #)		
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and (see note 4)	Direct-Hire Authority (cite OPM authority and date)		
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Cite specific authority for action		
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	5 CFR 316.302(b)(2)		
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.608, 315.609 , 315.612, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	5 CFR 316.302(b)(3)	1. ZLM: Other Citation (Law, EO, or Regulation) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	5 CFR 316.302(b)(7)		
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30% or more, or who has a rating dated 1991 or later from the Department of Veterans Affairs	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	5 CFR 316.302(b)(4)		
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
17	Based on eligibility for noncompetitive career or career- conditional appointment after employment with Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	39 USC 1006		
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appt held prior to separation upon which reemployment is based)	(Cite authority for reemployment.) and (Cite authority for appt prior to separation upon which reemployment is based)		
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
20	Based on service overseas while family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	EO 12721	1. ZLM: Other Citation (law, EO, or reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	See list of Remarks (Use as many remarks as are applicable)
21		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
22	Based on eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	PL 99-586		
23	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 USC 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 USC 3325		
24		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
25	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302(b)(8)	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	5 CFR 316.302(b)(8)		
26		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
27	Based on service with the Government Accountability Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 USC 732(g)		
28		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
29	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 USC 4301	108	Term Appt NTE (date)	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appt held prior to separation upon which restoration is based)		

Table 10-E. Term Appointment, Continued

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
30	Based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 2)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, E.O., or Reg) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. If the MSPB determines restoration was improper, follow instructions in Chapter 32 to cancel it. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	See list of Remarks (Use as many remarks as are applicable)
31	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABR	5 CFR 330.608		
32		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
33	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	5 CFR 330.207		
34		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
35	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	5 CFR 330.708		
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
37	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	5 CFR 316.702		
38	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 USC 602		
39		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-E. Term Appointment, Continued

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
40	Based on eligibility for employment in the competitive service under 5 CFR 362.107(a) after successful completion of the Internship Program (See note 6)	Is not an employee of your agency	108	Term Appt NTE (date)	MAB	5 CFR 362.107(a) – Intern	1. ZLM: Other Citation (Law, EO, or Regulation) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. 6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
41		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
42	Based on eligibility for employment in the competitive service under 5 CFR 362.107(a) after successful completion of the Recent Graduates Program (See notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAC	5 CFR 362.107(a) – RG		
43	Based on eligibility for employment in the competitive service 5 CFR 362.107(a) after successful completion of the Presidential Management Fellows Program (See notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAF	5 CFR 362.107(a) - PMF		
44	Reserved							
45	Being extended	Previously served on a SCEP appointment which was converted to a term appointment	765	Ext of Term Appt NTE (date)	MAH	5 CFR 362.107(a)		
46					(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)		

Table 10-E. Term Appointment, Continued

Rule	If the Appointment Is (See Note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
47	Based on circumstances or an authority not described in Rules 1-46	Is not an employee of your agency	108	Term Appt NTE (date)	ZLM	Cite Law, EO, or Regulation that authorizes appointment or conversion	1. ZLM: Other Citation (Law, EO, or Regulation) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
48		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
49	Based on a person's eligibility for a Post-Secondary Student appointment (5 USC 3116)	Is not an employee of your agency	108	Term Appt NTE (date)	MAE	5 CFR 316.901 (Post-Secondary Term Appt.)		
50		Is already employed in your agency	508	Conv to Term Appt NTE (date)				

Table 10-F. Status Quo Employment

Rule	If the Appointment Is Based on (See Note 3)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
1	Completion of a course of training by a disabled veteran	Is not on your agency's rolls	124	Appt-Status Quo	LBM	5 CFR 315.604	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is already on your agency's rolls	524	Conv to Appt-Status Quo				
3	Retention of person whose position in public or private enterprise is taken over by the Federal Government		124	Appt-Status Quo	NJM	5 CFR 316.701		
4	Retention of an employee who is serving in an excepted service position when that position is brought into competitive service	Is not on your agency's rolls			NMM	5 CFR 316.702		
5		Is already on your agency's rolls	524	Conv to Appt-Status Quo				
6	A statute or EO waiving the civil service requirements when competitive status is not conferred by the authority	Is not on your agency's rolls	124	Appt-Status Quo	ZLM	(Enter Law, EO, or Reg. that authorizes the appointment)		
7		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				
8	The person possessing rare skills	Is not on your agency's rolls	124	Appt-Status Quo	NFM	5 CFR 316.601		
9		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				
10	Exercise of statutory restoration rights by employee upon full recovery from compensable injury		124	Appt-Status Quo	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)		

Table 10-F. Status Quo Employment, Continued

Rule	If the Appointment Is Based on (See Note 3)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
11	An order from MSPB issued after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See note 2)		124	Appt-Status Quo	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Injury and (Cite authority for appointment held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	See list of Remarks (Use as many remarks as are applicable)
12	Employee's partial recovery from compensable injury				QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)		
13	Exercise of restoration rights, after uniformed service	Exercises restoration rights under 38 USC 4301 et. seq.			QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)		
14	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 2)				ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)		
15	Exercise of re-employment rights not covered under Rules 10-14	Is not on the rolls of your agency			ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority for the re-employment) and for appointment held prior to separation upon which reemployment is based)		
16		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				

Table 10-G. Emergency Appointment

Rule	If the Appointment Is (See Note 4)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
1	Under a direct hire authority	Is not an employee of your agency	107	Emergency Appt	AYM, and (See note 3)	Direct-Hire Authority (cite OPM authority and date)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 3. See addendum to Table 10-B for direct-hire legal authorities 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is already employed in your agency	507	Conv to Emergency Appt				
3	Based on selection from a certificate issued from a Civil Service register maintained under delegation of competitive examining authority from OPM	Is not an employee of your agency	107	Emergency Appt	BWA	OPM DE Agr. (enter #)		
4		Is already employed in your agency	507	Conv to Emergency Appt				
5	From outside a Civil Service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	5 CFR 230.402(c)		
6		Is already employed in your agency	507	Conv to Emergency Appt				
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	5 CFR 230.402(d)(1)		
8		Is already employed in your agency	507	Conv to Emergency Appt				
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	5 CFR 230.402(d)(2)		
10		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-G. Emergency Appointment, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	5 CFR 230.402(d)(3)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide**.** 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
12		Is already employed in your agency	507	Conv to Emergency Appt				
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	5 CFR 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)		
14	Based on MSPB directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See note 2)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)		
15	Based on employee's partial recovery from compensable injury		107	Emergency Appt	QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	5 CFR 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)		

Table 10-G. Emergency Appointment, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
16	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	107	Emergency Appt	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appointment held prior to separation under which restoration is based)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide**.** 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
17	Based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 2)				ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)		
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	5 CFR 330.608		
19		Is already employed in your agency	507	Conv to Emergency Appt				
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	5 CFR 330.207		
21		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-G. Emergency Appointment, Continued

Rule	If the Appointment Is (See Note 4)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	5 CFR 330.708	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. 2. When the MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide**.** 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
23		Is already employed in your agency	507	Conv to Emergency Appt				
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)		
25		Is already employed in your agency	507	Conv to Emergency Appt				

Table 10-H. Overseas Limited Appointment

Rule	If the Appointee (See Note 4)	And the Appointment Is	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
1	Is a U.S. citizen recruited overseas	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HNM	5 CFR 301.201	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF-59 was obtained from OPM for the action, also include with the authorities ABM: SF-59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). .	Use as many remarks as are applicable
2			Is already on your agency's rolls	520	Conv to O/S Ltd Appt				
3		To a position overseas for a limited term NTE 5 years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)				
4			Is already on your agency's rolls	522	Conv to O/S Ltd Appt NTE (date)				
5	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To an overseas position for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HRM	5 CFR 301.202		
6			Is already on your agency's rolls	520	Conv to O/S Ltd Appt				
7		To a position overseas for a term NTE 5 years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	HRM	5 CFR 301.202		
8			Is already on your agency's rolls	522	Conv to O/S Ltd Appt NTE (date)				

Table 10-H. Overseas Limited Appointment, Continued

Rule	If the Appointee (See Note 4)	And the Appointment Is	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
9	Is hired for overseas temporary employment to meet administrative needs	For one year or less	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	H3M	5 CFR 301.203(c)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF-59 was obtained from OPM for the action, also include with the authorities ABM: SF-59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). .	Use as many remarks as are applicable
10			Is already on your agency's rolls	522	Conv to O/S Ltd Appt NTE (date)				
11	Is exercising restoration rights under 38 USC 4301 after return from uniformed service	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appt held prior to separation upon which restoration is based)		
12		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)				
13	Is hired based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 2)	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive- US and (Cite authority for appt held prior to separation upon which restoration is based)		
14		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)				
15	Is hired based on exercise of statutory restoration rights after full recovery from compensable injury			120	O/S Ltd Appt	QBK and (Cite auth for appt held prior to separation upon which restoration is based)	5 CFR 353.301 and (Cite authority for appt held prior to separation upon which restoration is based)		
16	Hired based on partial recovery from compensable injury	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	5 CFR 353.301(d) and (Cite authority for appt held prior to separation upon which restoration is based)		

Table 10-H. Overseas Limited Appointment, Continued

Rule	If the Appointee (See Note 4)	And the Appointment Is	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1)	Notes	Remarks
17	Is hired based on an MSPB directive when a former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (See note 2)	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appt held prior to separation upon which restoration is based)	1. ZLM: Other Citation (Law, EO, or Reg.) may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF-59 was obtained from OPM for the action, also include with the authorities ABM: SF-59 approved (date). Cite ABM as the last authority. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). .	Use as many remarks as are applicable
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemploy-ment is based)	(Cite the authority for the reemploy-ment) and for appointment held prior to separation upon which reemployment is based)		
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)				
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM	Direct-Hire Authority (cite OPM authority and date)		
21			Is already on your agency's rolls	520	Conv to O/S Ltd Appt				

Table 10-I. Remarks to be Shown on the SF-50

Use as many remarks as are applicable.

Rule	If	And	Remark Code Is	And Remark Is	Notes
1	Employee was required to complete an SF-61, Appointment Affidavit		M01	Appointment affidavit executed (date).	
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos")	This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered")	"Previously covered" indicates that employee was previously covered by CSRS or FERS.
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	
5	Appointment requires employee to complete a trial period subject to either 5 CFR 316.304 or 5 CFR 301.204	Employee has already completed that trial period	E03	Trial period completed.	
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.	
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.	
9	Certificate issued from a Civil Service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).	
10	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	
11	Reserved				
12	Employee qualified for a position under a training agreement under which they are placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
13	Person is already employed in your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)	
14	Action is based on employee's eligibility for reinstatement	Agency modified OPM's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.	
15	A career appointee in the SES voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.	
16	Employee is being retained by the agency under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.	
17	Person is employed by another agency on a part-time or intermittent appointment		M34	On (part-time or intermittent) appointment in (agency).	
18	Person is employed by another agency in a nonpay status	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).	
19	Employee is a Special Government Employee as defined in 18 USC 202		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
20	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES	M58	No SES reinstatement rights.	
21	Employee declined conversion to an SES appointment		M52	Employee declined conversion to the SES and continues under (enter type of appointment) with all associated rights and benefits.	
22	Appointment is at salary rate above minimum rate of the grade		P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.	
23	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 USC 5305 to recruit and retain qualified employees		P05	Special rate under 5 USC 5305.	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
24	Employee is appointed to or converted to a supervisory General Schedule position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of $____.	
25	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate.)	
26		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
27	Rate increase (other than within-grade increase) is due on same effective date	A separate SF-50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
28	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases employee earned while absent	P06	Pay rate includes WGIs or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
29		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
30	Employee is entitled to grade retention under 5 USC 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
31			X61	Retained grade will not be used for purposes of reduction-in-force.	
32			X45	Retained grade will be used to determine employee's pay, retirement, and insurance benefits, and promotion and training eligibility.	
33		Retained grade is equivalent to grade actually held by employee prior to reduction which entitled employee to grade retention	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	Use this remark in addition to those required by Rules 30-32.
34		Employee will be entitled another period of grade retention when current period has ended	X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier.	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
35	Employee was entitled to grade retention under 5 USC 5362 on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
36			X49	Change to lower grade is for personal cause.	
37	Employee who is moved out of the SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.	
38	Employee is entitled to pay retention under 5 USC 5363				
39		Employee's salary is 150% of the maximum rate of grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
40	Employee was entitled to pay retention under 5 USC 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.	
41			X42	Pay retention entitlement is terminated.	
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	NOAC for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
43		NOAC for appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.	
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of ($).	
45	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 USC 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 USC 207(c).	
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of $ _____.	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
47	Employee who is reemployed under Old Age, Survivor, and Disability Insurance (OASDI) [FICA], CSRS, or CSRS-Offset coverage is eligible to elect FERS coverage as provided in the CSRS and FERS Handbook	Employee has been given SF-3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under FERS within 6 months of the effective date of this personnel action. SF-3109 provided to employee.	
48	Employee's retirement code will be C, E, K, L, M, or N		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")	
49	Employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	
50	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 49 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE, or FERS-FRAE.	
51	Employee has elected to retain coverage under retirement system for nonappropriated fund instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
52	Conversion is from intermittent employment without compensation		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
54	Employee is eligible for Sole Survivorship veterans' preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.	
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.	
58	Employment is on a short-term basis (less than 6 months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.	
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete 1 year of continuous employment. Then you may elect health benefits for which you will be charged the full premium.	
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	

Table 10-I. Remarks to be Shown on the SF-50, Continued

Rule	If	And	Remark Code Is	And Remark Is	Notes
61	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).	
62	Will be re-employed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
63		Salary will be reduced by the amount of the annuity because neither OPM nor the agency has approved a waiver under 5 CFR 553	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
64			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate.	Follow agency's procedures to forward the notice of annuity adjustment to the payroll office.
65		Salary will be reduced by the amount of the annuity because neither OPM nor the agency has approved a waiver under 5 CFR 553	P10	Annuity at present is ($) pa.	To determine the annual rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM.
66	Employee receiving credit for non-Federal service under 5 USC 6303(e), that otherwise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
67	Employee receiving credit for active-duty uniformed service under 5 USC 6303(e), that otherwise would not be creditable		B74		

Chapter 11: Excepted Service Appointments
(Nature of Action: 130, 170, 171, 190, 570, 571, 590, 760)

Contents

1. Coverage 2
2. Special Conditions/Instructions 2

Tables 3

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights 3

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights 11

Table 11-C. Remarks to Be Shown on SF-50 13

Figures 24

Figure 11-1. Legal Authority Codes Used for Schedule A, B, C, D, and P/C Appointments 24

1. **Coverage**

   Covers appointments, conversions to appointments, and extensions of temporary appointments made without regard to the competitive requirements of civil service rules and regulations.

   See Chapter 13 for Senior Executive Service (SES) appointment information.

2. **Special Conditions/Instructions**

   When making appointments in the excepted service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

   a. Person is retired. See Chapter 9.

   b. Return-to-duty on the same date. See Chapter 9.

   c. Changes to the work schedule or the number of hours. See Chapter 9.

   d. Review Chapter 3 to see what forms must be obtained or prepared with the action.

   e. For additional processing action instructions, see Chapter 4.

   f. If the employee is voluntarily converting from a competitive service appointment to an excepted service appointment, obtain a statement from the employee noting they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

Tables

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
1	Is being employed under a Schedule A, B, or C authority that is not specifically covered by the rules below	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appt. or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion) (See Notes 1-4, 9)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. If appointment is to a Tech Force position, use LAC W9S as Legal Authority 1 and YTF as Legal Authority 2. If LAC 2 is YTF, then required remark is A42. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
2			Is already on your agency's rolls	570	Conv to Exc Appt				
3		Is temporary or time-limited	Is not on your agency's rolls	171	Exc Appt NTE (date)				
4			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
5	Is being appointed on a temporary basis to a continuing position when the agency intends later to convert the employee to a non-temporary position and has current authority for such conversion		Is not on your agency's rolls	190	Provisional Appt NTE (date)	(Cite code for the Sch A, B, or C, statutory, or regulatory authority for the appointment)	(Cite the Sch A, B, or C, statutory, or regulatory authority for the appt) (See Notes 1-4, 9)		
6			Is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)				
7	Is already employed under the Veterans Recruitment Appointment (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	PL 107-288		

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
8	Is being employed under the Veterans Recruitment Appointment (VRA) on an appointment without time limitation **(See note 5)**		Is not on your agency's rolls	170	Exc Appt	J8M	PL 107-288	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 5. Recruitment Appointments are placed in Tenure Group II of the Excepted Service. 6. These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a competitive service position, follow the instructions in Chapter 10. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
9			Is already on your agency's rolls	570	Conv to Exc Appt				
10	Is being employed under the Veterans Recruitment Appointment (VRA) on a temporary appointment **(See note 6)**		Is not on your agency's rolls	171	Exc Appt NTE (date)				
11			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
12	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during SES probationary period	Is already on your agency's rolls	570	Conv to Exc Appt	(Cite code for authority under which conversion is based) and VDJ	(Cite the authority under which the conversion is based) and 5 USC 3594(a)		
13		Is based on less than fully successful performance following SES probationary period				(Cite code for authority under which conversion is based) and VCS	(Cite the authority under which the conversion is based) and 5 USC 3594(b)(1)		
14		Is based on a reduction in force in SES				(Cite code for authority under which conversion is based) and VCT	(Cite the authority under which the conversion is based) and 5 USC 3594(b)(2)		
15	Reserved								

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
16	Is appointed by President with advice and consent of Senate **(See note 7)**	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, EO, or Regulation that authorizes Presidential appointment with advice and consent of Senate)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 7. Employee is placed in Tenure Group 0. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
17			Is already on your agency's rolls	570	Conv to Exc Appt				
18		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
19			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
20	Is appointed by the President when advice and consent of the Senate is not required **(See note 7)**	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, EO, or Regulation that authorizes Presidential appt)		
21			Is already on your agency's rolls	570	Conv to Exc Appt				
22		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	ZKM	(Enter Law, EO, or Regulation that authorizes Presidential appt)		
23			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
24	Is an expert or consultant appointed under 5 USC 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	5 CFR 304.103		

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
25	Is an expert or consultant appointed under 5 USC 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on your agency's rolls	570	Conv to Exc Appt	H2L	5 CFR 304.103	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
26		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
27			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
28	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	5 CFR 8.3		
29			Is already on your agency's rolls	570	Conv to Exc Appt				
30		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
31			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
32	Is selected under Intergovernmental Personnel Act (IPA)	Is under the authority of 5 USC 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 USC 3374		

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
33	Is employed under the authority of Sch A, 5 CFR 213.3102(i) in a position for which a critical hiring need exists	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	W9P	Sch A, 5 CFR 213.3102(i)(2) (See Notes 1-4, 9)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. If appointment is to a Tech Force position, use LAC W9S as Legal Authority 1 and YTF as Legal Authority 2. If LAC 2 is YTF, then required remark is A42. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
34			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
35		Is without time limitation on a less than full-time basis	Is not on your agency's rolls	170	Exc Appt				
36			Is already on your agency's rolls	570	Conv to Exc Appt				
37	Is employed as an Intern	Is under the Internship Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEA	Sch D, 5 CFR 213.3402(a)		
38			Is already on your agency's rolls	570	Conv to Exc Appt				
39			Is not on your agency's rolls	171	Exc Appt NTE (date)				
40		Is under the Internship Program of the Pathways Program	Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)	YEA	Sch D, 5 CFR 213.3402(a)		

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 5 CFR 213.3402(b)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 8. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
42			Is already on your agency's rolls	570	Conv to Exc Appt				
43	Is already employed as a Recent Graduate in a different agency		Is not on your agency's rolls	170	Exc Appt	YEP	5 CFR 362.304		
44	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 5 CFR 213.3402(c)		
45			Is already on your agency's rolls	570	Conv to Exc Appt				
46	Is already employed as a Presidential Management Fellow in a different agency	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YER	5 CFR 362.406		
47	Is being readmitted as a Presidential Management Fellow		Is not on your agency's rolls	170	Exc Appt	YES	5 CFR 362.407		
48			Is already on your agency's rolls	570	Conv to Exc Appt				
49	Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 5 CFR 213.3402(a) (**See note 8 BEFORE** citing this rule)	Is without time limitation	Is already on your agency's rolls	570	Conv to Exc Appt	YEF	Sch D, 5 CFR 213.3402(a)		

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
50	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 5 CFR 213.3402(a) (**See note 8 BEFORE** citing this rule)	Is temporary	Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)	YEG	Sch D, 5 CFR 213.3402(a)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 8. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
51	Reserved								
52	Is employed under the authority of any other law, EO, or regulation not covered in the preceding rules of this table (including Experts and Consultants employed under agency authority similar to that of 5 USC 3109)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZLM	(Enter Law, EO, or Regulation that authorizes the appointment or conversion)		
53			Is already on your agency's rolls	570	Conv to Exc Appt				
54		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
55			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
56	Previously served on a STEP appt which was converted to an appt NTE under the Internship Program of the Pathways Programs	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	YEA	Sch D, 5 CFR 213.3402(a)		
57	Is serving on an Exc Appt NTE that is not described in rule 56 above					(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)		

Table 11-A. Excepted Appointments that Are Not Based on Exercise of Reemployment or Restoration Rights, Continued

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is	Notes	Remarks
58	Is converted from the competitive service to the excepted service because the competitive service position has been moved into a Schedule Policy/Career position under 5 CFR 213.3601	Is without time limitation	Is already on your agency's rolls	570	Conversion to Exc Appt	YED	5 CFR 213.3601 or New EO or Final Rule	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following authorities required by this table and ZLM, if used. 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	E60 E61 E62 E63
59		Is temporary or time limited		571	Conv to Exc Appt NTE (date)				
60	Is being employed under the Schedule Policy/Career provisions contained in 5 CFR 213.3601(a)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	YEE	5 CFR 213.3601(a)		E63 E64 E67
61		Is temporary or time limited	Is already on your agency's rolls	171	Exc Appt NTE (Date)				
62	Is currently serving on a Schedule Policy/Career appointment NTE (Date)		Is already on your agency's rolls	760	Ext of Appt NTE (Date)	YEJ	5 CFR 213.3601(a)		
63	Is being converted from an appointment under Schedule A or B authority because the position has been moved into a Schedule Policy/Career position under provisions contained in 5 CFR 213.3601	Is without time limitation	Is already on your agency's rolls	570	Conversion to Exc Appt	YEN	5 CFR 213.3601 or New EO or Final Rule		E60 E61 E63
64		Is temporary or time limited		571	Conversion to Exc Appt NTE (Date)				

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights

Rule	If the Person	And	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 6)	Notes	Remarks
1	Is exercising statutory restoration rights upon return from uniformed service	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	QAK and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for the appointment held prior to the separation upon which restoration is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. 2. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use EHRI Data Standards to identify the code for that legal authority. 5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks from Table 11-C as applicable.
2		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)				
3	Is ordered by MSPB directive to be restored to duty when person appeals failure to restore or improper restoration after uniformed service **(See note 5)**	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	ALM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive—US and (Cite authority for the appointment held prior to the separation upon which restoration is based)		
4		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)				
5	Is exercising statutory restoration rights upon full recovery from a compensable injury		170	Exc Appt	QBK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	5 CFR 353.301 and (Cite authority for the appointment held prior to the separation upon which restoration is based)		
6	Is appointed based on his or her partial recovery from a compensable injury				QCK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	5 CFR 353.301(d) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
7	Is ordered by MSPB directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury **(See note 5)**		170	Exc Appt	AQM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive—Inj and (Cite authority for the appointment held prior to the separation upon which restoration is based)		

Rule	If the Person	And	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 6)	Notes	Remarks
8	Exercises reemployment rights after having moved between executive agencies during an emergency				PWM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	5 CFR 352.204 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (Law, EO, or Reg.)" as a second authority when appropriate. 2. If an SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or EHRI Data Standards. 4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use EHRI Data Standards to identify the code for that legal authority. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks from Table 11-C as applicable.
9	Exercises reemployment rights after having transferred to an international organization	Is not on your agency's rolls	170	Exc Appt	P3M and (Cite auth code for the appointment held prior to separation upon which reemployment is based)	5 CFR 352.311 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
10	Exercises reinstatement rights after serving in the Agency for International Development under Foreign Assistance Act sections 233(d) and 625(b)				P5M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	5 CFR 352.507 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
11		Is already on your agency's rolls	570	Conv to Exc Appt				
12	Exercises reemployment rights after service with the American Institute in Taiwan	Is not on your agency's rolls	170	Exc Appt	P7M	5 CFR 352.803		
13	Exercises reemployment rights under circumstances not covered in Rules 1-12				ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
14		Is already on your agency's rolls	570	Conv to Exc Appt	ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		

Table 11-C. Remarks to Be Shown on SF-50

Use as many remarks as are applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Employee was required to complete an SF-61 appointment affidavit		M01	Appointment affidavit executed (date).	9. The first character of the code must be either Y or Z and the agency's remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1, Section 1-4c of this Guide.
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For others enter "none]	
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" means employee was previously covered by CSRS or FERS.]	
4		Employee is a Recent Graduate or Fellow under the Pathways Programs	A36	The duration of a Pathways appointment under Sch D is a trial period.	
5	Appointment or conversion to appointment action requires employee to complete a trial period and Rule 4 is not applicable	Employee has not completed that trial period	Determined by employing agency **(note 9)**	Determined by employing agency. **(See note 9)**	
6		Employee has already completed that trial period	E03	Trial period completed.	
7	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).	
8		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).	
9	Employee qualified for position under a training agreement under which placed directly into target occupation without first meeting qual standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
10	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2,080 hours per year in which placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. **(See note 3)**	3. Attach the employment or working agreement to the SF-50. 4. Tenure group in block 24 changes to "3." 5. Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1,040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.
11	Appointment is indefinite, i.e., nonperm without a definite time limitation, and there is no plan (or not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.	
12	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. **(See note 4)**	
13	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. Eligible for retirement coverage, health benefits, and life insurance. If performance is satisfactory, and meets all legal, quals, and other applicable requirements, you may be converted to a non-temp. appt. before this appt. expires.	
14	Employee is given a time-limited appointment (NOAC 171), or a time-limited appointment is extended		M06	Reason for temporary appointment: (state reason)	
15	Appointment is made under Sch A, 5 CFR 213.3102(o)	This is the employee's first appointment under the authority during the service year **(See note 5)**	A11	Employment under this appointment must not exceed (number) working days a year.	
16	Appointment authority limits the number of days employee may work during a service year	Employee has served in your agency under another appointment under the same authority within the past year **(See note 5)**	A12	Employment under this and previous appointment must not exceed (number) working days a year.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
17	Appointment authority limits the number of hours employee may work during a service year	Employee's first appointment under this authority during the service year **(See note 5)**	A07	Employment under this appointment must not exceed (number) hours a year.	5. Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1,040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date. 6. Employees are placed in Tenure Group II.
18	Appointment authority limits the number of hours employee may work during a service year	Employee has served in agency under another appointment under this authority within the past year **(See note 5)**	A08	Employment under this and previous appointment must not exceed (number) hours a year.	
19	Appointment is made under Sch A, 5 CFR 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.	
20	Employee is subject to the SL or ST pay system	Basic pay rate is equal to or above the limit that subjects an employee to coverage by post-employment restrictions under 18 USC 207(c) (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 USC 207(c)	
21	Appointment is made under the Pathways Programs as a Recent Graduate or Fellow under Sch D, 5 CFR 213.3402(b) or (c) **(See note 6)**		A37	Appointment cannot exceed 2 years plus any agency-approved extension (no more than 120 days). Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If performance is not satisfactory or if fails to satisfactorily complete this program employment will be terminated.	
22	Appointment is made under the Pathways Programs under Sch D, 5 CFR 213.3402 as an Intern, Recent Graduate, or Presidential Management Fellow **(See note 6)**	The employee is currently employed under a non-temporary appointment in the competitive service	A38	Employee informed in advance of the conditions of appointment under the Pathways Programs	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
23	Appointment is made under the Pathways Programs as an Intern under Sch D, 5 CFR 213.3402(a) **(See note 6)**		A39	This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint to a term, career, or career-conditional appointment in the competitive service within 180 days after satisfactory completion of the educational program and satisfactory completion of at least 480 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of a educational program.	6. Employees are placed in Tenure Group II. 12. Employees are placed in Tenure Group 0.
24	Appointment is made under the Internship Program on a NTE basis (Sch D, 213.3402(a) and Reg. 362.203(d)(ii)) **(See Note 12)**	Appointment does not confer eligibility to be noncompetitively converted to Term, career, or career-cond. appointment	A32	This appointment does not confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment in the competitive service.	
25		Appointment may confer eligibility to be noncomp converted to a term, career, or career-conditional appointment	A35	This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.	
26	Employee is eligible for Sole Survivorship veterans' preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 employee is entitled to: No Points/Sole Survivorship Preference	
27	Appointment is made under the Veterans Recruitment Appointment (VRA) per 5 CFR 307 **(See Note 6)**	Appointment is to a competitive service agency and not to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.	
28	Employee is already on your agency's rolls	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)	
29	Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
30	Employee is on the rolls of another agency on a part-time or intermittent appointment **(See Note 7)**	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	7. Send copy of appointment SF-50 to employee's servicing personnel office in the other agency (reference 5 USC 5533).
31	Employee is on the rolls of another agency in a nonpay status **(See note 7)**		M33	On nonpay status in (agency).	
32	Employee is moving between executive agencies	reemployment rights in former agency or office	M02	You have reemployment rights for 2 years in (former agency) granted under 5 CFR 352.204 and OPM letter (date).	
33	Employee is a Special Government Employee as defined in 18 USC 202		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in SES or employee's failure to be recertified in SES	M58	No SES reinstatement rights.	
35	Employee declined conversion to an SES appointment	Position employee is being assigned is an SES position	M52	Employee declined conversion to the SES and continues under (enter type of appointment) with all associated rights and benefits.	
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 USC 3392.	
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.	
38	Appointment is at salary rate above minimum rate of the grade		P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
39	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 USC 5305 to recruit and retain qualified employees		P05	Special rate under 5 USC 5305.	
40	Employee is appointed to or converted to a supervisory GS position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of ($).	
41	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
42		Agency cannot verify salary before action is effective	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF-50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
44	Employee is returning after service with the American Institute in Taiwan, an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade, level, or band), effective (date).	
46	Employee is entitled to grade retention under 5 USC 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
47			X61	Retained grade will not be used for purposes of reduction-in- force.	
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
49	Employee is entitled to grade retention under 5 USC 5362	Retained grade is equivalent to grade actually held prior to the reduction which entitled employee to retention	X35 **(See note 8)**	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	8. Use this remark in addition to those required under Rules 45-48.
50		Employee will be entitled to another period of grade retention when the current period has ended	X38 **(See note 8)**	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.	
51	Employee was entitled to grade retention under 5 USC 5362 on previous position	Employee has accepted a CLG position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
52	Employee was entitled to grade retention under 5 USC 5362 on previous position	Employee has accepted a CLG position for personal cause	X49	Change to lower grade, level, or band is for personal cause.	
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.	
54	Employee is entitled to pay retention under 5 USC 5363				
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.	
56	Employee was entitled to pay retention under 5 USC 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.	
57			X42	Pay retention entitlement is terminated.	
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.	
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
60	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials		P83	Occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regs, pay may be set and adjusted only in accordance with the pay freeze statute.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of ($).	
62	Reserved				
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of ($).	
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of CSRS and FERS Handbook	Employee has been given SF-3109, FERS Election of Coverage, and receipt copy has been filed OPF	B60	Eligible to elect coverage under FERS within 6 months of the effective date of this personnel action. SF-3109 provided to employee.	
65	Employee's retirement code will be C, E, K, L, M, or N		M38	Frozen Service: (enter yrs and mos, e.g., “20 yrs, 5 mos”)	
66	Employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	
67	Employee's retirement code: K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, OF	Rule 66 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE, or FERS-FRAE.	
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
69	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full- time salary rate shown in block 20 of the SF-50. However, Basic Life insurance coverage is always at least $10,000.	
70	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part- Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
72	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or	Elected not to enroll health plan while in previous agency or office	B02	Elected not to enroll for health benefits.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
73	in another agency)	Canceled enrollment while in previous agency or office	B01	Canceled health benefits.	
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.	
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74, use of remark code T11 is not applicable, and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.	
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
78	Reserved				
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	
80	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).	
81	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
82	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither OPM nor the agency has approved a waiver under 5 CFR 553	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office. 11. To determine the annual (p.a.) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM.
83			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. **(See note 10)**	
84			P10	Annuity at present is ($) p.a. **(See note 11)**	
85	Reserved				
86	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	
87	Employee receiving credit for non-Federal service under 5 USC 6303(e), that otherwise would not be creditable		B73	Receiving (yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
88	Employee receiving credit for active-duty uniformed service under 5 USC 6303(e), that otherwise would not be creditable		B74	Receiving (yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
89	Employee subject to employment restrictions under 5 CFR 213.3102(r).	Is a U.S. Tech Force Fellowship appointment (OPM Memo dated 12/15/25 "Building the AI Workforce of the Future".)	A42	U.S. Tech Force Fellowship appointment.	
90	Conversion from competitive service to excepted service under Schedule Policy/Career 5 CFR 213.3601	Schedule Policy/Career 5 CFR 213.3601	E60	Incumbent has been converted from a competitive service to excepted service position under the Schedule Policy/Career provisions contained in 5 CFR 213.3601.	

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
91	Career employees will retain competitive status	Schedule Policy/Career 5 CFR 213.3601	E61	Career employees will retain competitive status	
92	If serving on a probationary period at the time of conversion, shall acquire competitive status upon successful completion of one year	Schedule Policy/Career 5 CFR 213.3601	E62	Employees serving on a probationary period at the time of conversion shall acquire competitive status upon successful completing one year.	
93	Excluded from 5 USC parts 43 and 75 and MSPB appeal procedures	Schedule Policy/Career 5 CFR 213.3601	E63	Excluded from 5 USC parts 43, 5 USC, part 75 and MSPB appeal procedures.	
94	Upon successful completion of two years of service, employee may acquire competitive status	Schedule Policy/Career 5 CFR 213.3601	E64	Upon successful completion of two years of service, employee may acquire competitive status.	
95	Employee is not subject to a trial period	Schedule Policy/Career 5 CFR 213.3601	E67	Employee is not subject to a trial period.	

Figure

Figure 11-1. Legal Authority Codes Used for Schedule A, B, C, D, and P/C Appointments

For Appointments under		Use Legal Authority Code (See EHRI Data Standards for Translations)
Sch A	213.3102(a)	WAM
Sch A	213.3102(c)	WCM
Sch A	213.3102(d)	WDM
Sch A	213.3102(e)	WEM
Sch A	213.3102(i)(1)	W9N
Sch A	213.3102(i)(2)	W9P
Sch A	213.3102(i)(3)	W9R
Sch A	213.3102(j)	WJM
Sch A	213.3102(k)	WKM
Sch A	213.3102(l)	WLM
Sch A	213.3102(n)	WNM
Sch A	213.3102(o)	W6M
Sch A	213.3102(r)	W9S
Sch A	213.3102(s)	W9T
Sch A	213.3102(u) - Severe Physical Disabilities	WUM
Sch A	- Intellectual Disability	WTA
Sch A	- Psychiatric Disability	WTB
Sch A	213.3102(x)	WXM
Sch A	213.3102(z)	WZM
Sch A	213.3102(aa)	XAM
Sch A	213.3102(bb)	XBM
Sch A	213.3102(ff)	XFM
Sch A	213.3102(ll)	XXM

For Appointments under		Use Legal Authority Code (See EHRI Data Standards for Translations)
Sch A	213.31xx – Agency-unique Sch A authority	XZM
Sch B	213.3202(j)	YJM
Sch B	213.3202(m)	YMM
Sch B	213.3202(n)[1]	YKB
Sch B	213.32xx. Agency-unique Sch B authority	Y5M
Sch C	213.33xx. Agency-unique Sch C authority	Y7M
Sch C	213.3302(a) Temp. transitional Sch C	Y9K
Sch C	Authority other than Sch C, 213.33xx, (i.e., law or EO that establishes a Sch C position)	Y8M
Sch D	213.3402(a) Intern Program	YEA
Sch D	213.3402(b) Recent Graduates Program	YEB
Sch D	213.3402(c) Presidential Management Fellows Program	YEC
Sch P/C	213.3601 Schedule Policy and Career	YED, YEE, YEJ, or YEN

[1] Effective November 30, 1999, agencies may no longer make new appointments under this authority; however, prior appointees under this authority may be promoted, demoted, or reassigned within the appointing agency while remaining under this appointing authority as long as there is no break in service.

Chapter 12: Reserved

Chapter 13: Senior Executive Service (SES)

(Nature of Action: 142, 143, 145, 146, 147, 148, 149, 190, 542, 543, 546, 548, 549, 590, 762)

Contents

1. Coverage....2
2. Special Conditions/Instructions....2

Tables....3

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES)....3

Table 13-B. Appointment Based on Reemployment Rights....9

Table 13-C. Remarks Required in Special Situations....10

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions....12

1. **Coverage**

   Covers all appointments, conversions to appointments, and extensions of limited appointments in the Senior Executive Service (SES).

2. **Special Conditions/Instructions**

   When making appointments in the SES, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

   a. **Person is retired.** See Chapter 9.

   b. **Return-to-duty on the same date.** See Chapter 9.

   c. **Changes to the work schedule or the number of hours.** See Chapter 9.

   d. **Employee was separated by reduction in force**. See Chapter 9.

   e. **Processing Action Instructions.** For additional requirements, see Chapter 4.

   f. **Reference material.** For in-depth information, including instructions for procedures agencies must follow to comply with reporting and other requirements, see the Senior Executive Service Desk Guide.

Tables

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES)

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
1	Elects conversion to SES when the employee's position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service		542	Conv to SES Career Appt	NRM	5 CFR 317.304	E23, E24, P48, and T55	1. Reserved 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or Reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58)	Use as many remarks as applicable
2	Requests conversion to an SES career appointment when the employee's position is converted to SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar position			NTM	5 CFR 317.305(b)(3)			
3	Elects conversion to SES when the employee's position is converted to SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a time-limited appointment in the excepted service which followed, without a break in service, a career-type appointment in a position which has been designated in the SES			NXM	5 CFR 317.306(b)(3)			

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), continued

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
4	Elects conversion to SES when the employee's position is converted to SES	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in a similar position	The employee's position is designated as SES general	546	Conv to SES Noncareer Appt	NSM and AUM	5 CFR 317.305(b) and OPM letter	E23, P48, and T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58)	Use as many remarks as applicable
5			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position							
6		Is currently serving under a time limited appointment in a position which will not terminate within three years	The employee's position is designated as SES general			NWM and AUM	5 CFR 317.306(b)(2) and OPM letter			
7			The position is designated as SES career reserved and the agency assigns the employee to an SES general position							
8	Elects conversion to SES when the employee's position is converted to SES	Is currently serving under a time-limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action		548	Conv to SES Ltd Term Appt NTE (date)	NVM	5 CFR 317.306(b)(1)	E23, P48, and T55		

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), continued

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
9	Is selected competitively for SES career appointment	Qualifications Review Board at OPM has certified the executive's qualifications	The person is not on your agency's rolls	142	SES Career Appt	V2M	5 USC 3393	E23 and T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58)	Use as many remarks as applicable
10			The person is already on your agency's rolls	542	Conv to SES Career Appt					
11	Is selected for SES career appointment based on reinstatement eligibility from a previous career appointment	Is reinstated after serving under Presidential appointment	Is not on your agency's rolls	143	Reins-SES Career	VCJ	5 USC 3593(b)			
12			Is already on your agency's rolls	543	Conv to Reins-SES Career					
13		Action is not covered under Rules 11 and 12	Is not on your agency's rolls	143	Reins-SES Career	VBJ	5 USC 3593(a)			
14			Is already on your agency's rolls	543	Conv to Reins-SES Career					

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), continued

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
15	Moves without a break in service from an SES career appointment in one agency to an SES career appointment in another agency			145	Transfer SES Career	V6M	5 USC 3395(a)(1)(b)	E23 and T55	2. In addition, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under 5 CFR 317.601(c). Agencies must cite as the second authority: **AWM**: OPM Form 1652, if the agency's delegated authority is not used. See 5 CFR 317.601(c). 5. Use Secondary LAC "ZBB" for actions in support of Infrastructure Investment and Jobs Act (PL 117-58). 6. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment. See 5 CFR 317.601(b) and 5 CFR 317.604(a) for conditions of noncareer appointment authority. 7. See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional authority.	Use as many remarks as applicable
16	Is selected for SES noncareer appointment	Moves without a break in service from an SES noncareer appointment in one agency to an SES noncareer appointment in another agency		147	Transfer SES Noncareer	VAG and AWM	5 USC 3395(d)(2) and OPM Form 1652 (See note 6)	E23 and T55		
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls	146	SES Non-career Appt	V4L and AWM	5 USC 3394(a) Noncareer and OPM Form 1652 (See note 6)			
18			The person is already on your agency's rolls	546	Conv to SES Non-career Appt					
19	Is selected for SES limited term appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M and AWM	5 USC 3394(a) Limited Term and OPM Form 1652 (See notes 4 and 6)	E23 and T55		
20			The person is already on your agency's rolls	548	Conv to SES LTD Term Appt NTE (date)					
21		Appointment is treated as provisional and agency intends later to convert the employee to a non-temporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)	V4M and AWM	5 USC 3394(a) Limited Term and OPM Form 1652 (See notes 4, 6, and 7)	E23, E58, and T55		
22			The person is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)					

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), continued

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
23	Is serving on an SES limited term appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)	V4M and AWM	5 USC 3394(a) Limited Term and OPM Form 1652 (See notes 4, 6, and 7)	E23 and T55	2. In addition, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under 5 CFR 317.601(c). Agencies must cite as the second authority: **AWM**: OPM Form 1652, if the agency's delegated authority is not used. See 5 CFR 317.601(c). 5. Use Secondary LAC "ZBB" for actions in support of Infrastructure Investment and Jobs Act (PL 117-58). 6. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment. See 5 CFR 317.601(b) and 5 CFR 317.604(a) for conditions of noncareer appointment authority. 7. See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appt. authority).	Use as many remarks as applicable
24	Is selected for SES limited emergency appointment for 18 months or less to meet a bona fide emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 USC 3394(a) Limited Emergency and OPM Form 1652 (See notes 4 and 6)	E23 and T55		
25			The person is already on your agency's rolls	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 USC 3394(a) Limited Emergency and OPM Form 1652 (See notes 4, 6 and 7)	E23 and T55		
26		Appointment is treated as provisional and the agency intends later to convert the employee to a non-temporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)		5 USC 3394(a) Limited Emergency and OPM Form 1652 (See notes 4, 6, and 7)	E23, E58, and T55		
27			The person is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)					
28	Is serving on an SES limited emergency appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55		

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES), continued

Rule	If Employee	And	And	Then NOAC Is	NOA is	LAC is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
29	Elects conversion to SES when the employee's position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service	The action is not covered under Rules 1-3	542	Conv to SES Career Appt	ZLM	(Enter Law, EO, or Regulation that authorizes the conversion)	E23, E24, T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. Select the applicable remark(s). Only use E23 for preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
30		Is currently serving under a Schedule C appointment or in a similar position	The action is not covered under Rules 4-5	546	Conv to SES Non-career Appt			E23, T55		

Table 13-B. Appointment Based on Reemployment Rights

Notes and Remarks columns have been added

Rule	If the Basis for the Action Is	And Employee	Then NOAC Is	Nature of Action Is	Legal Authority Code Is	Legal Authority Is (See Note 2)	Required Remarks (See Note 1)	Notes	Remarks
1	SES career appointment after service with an international organization	Is not on your agency's rolls	142	SES Career Appt	P3M	5 CFR 352.311	E23 and T55	1. Select the applicable remark(s). Only use E23 for preference eligible. 2. Use Secondary LAC "ZBB" for actions in support of Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as applicable.
2	SES career appointment after service under sections 233(d) and 625(b) of the Foreign Assistance Act of 1961				P5M	5 CFR 352.507			
3	SES career appointment after service with the American Institute in Taiwan				P7M	5 CFR 352.803			
4	SES career appointment by reemployment under 5 CFR 352.405, 5 CFR 352.705, or 5 CFR 352.907				P2M	5 CFR 352			
5	Return from uniformed service	Exercises restoration rights under 38 USC 4301	142	SES Career Appt	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	5 CFR 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)			
6			146	SES Non-career Appt					
7			148	SES Ltd Term Appt NTE					
8			149	SES Ltd Emergency Appt NTE					

Table 13-C. Remarks Required in Special Situations

Notes and Remarks columns have been added

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
1	Employee was required to complete appointment affidavit, SF-61			M01	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.	Select the applicable remark(s).
2	Action is an SES career appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51		
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25		
4	Action is an SES noncareer appointment	Appointment has been designated as indefinite		E01		
5	Employee is an SES career appointee who voluntarily requests a change to an SES noncareer or limited appointment			M20		
6	Action is an appointment or a conversion to appointment			M39 and M40		
7	Employee is subject to post-employment restrictions under 18 USC 207(c)			M97		
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be C, E, K, L, M, or N			M38		
9	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83		
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS		M46		

Table 13-C. Remarks Required in Special Situations, Continued

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
11	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 10 does not apply		M45	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible. 2. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office. 3. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.	Select the applicable remark(s).
12	Employee is eligible to elect FERS as provided in Chapter 11 of the CSRS and FERS Handbook	Employee has been given SF-3109, FERS Election of Coverage, and receipt copy has been filed in his or her OPF		B60		
13	Employee has elected to retain coverage under a retirement system for employees of a nonappropriated fund instrumentality.			B63		
14	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).			M10		
15	Will be reemployed annuitant			A17		
16		Salary will be reduced by the amount of the annuity because neither OPM nor the agency has approved a waiver under 5 CFR 533		P08		
17				P10 (See note 3)		
18				P90 (See note 2)		
19	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days		B07		

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

Rule	If Code Is	Then Remark Is	Notes
1	A17	As a reemployed annuitant, you serve at the will of the appointing officer.	1. Remark E23 is used only when employee is a preference eligible. 2. To determine the annual rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM. 3. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
2	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	
3	B60	Eligible to elect coverage under FERS within 6 months of the effective date of this personnel action. SF-3109 provided to employee.	
4	B63	Elected to retain coverage under a retirement system for NAF employees.	
5	E01	Appointment is indefinite.	
6	E23	Veterans' preference is not applicable to the SES.	
7	E24	Probationary period for SES position is not required.	
8	E25	Subject to satisfactory completion of 1-year SES probationary period beginning (date).	
9	E51	Employee has guaranteed placement rights during probation	
10	E58	Appointment is on a provisional basis. You are eligible for retirement coverage, health benefits, and life insurance. If your performance is satisfactory, and you meet all legal qualifications and other applicable requirements, you may be converted to a non-temporary appointment before this appointment expires.	
11	M01	Appointment affidavit executed (date).	
12	M10	OPF maintained by (name and address of office).	
13	M20	Action at employee's request.	
14	M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos").	
15	M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos"). This remark is not required for reemployed Civil Service annuitants. When there is no prior military service, enter "none".	
16	M40	Previous Retirement coverage: (enter "never covered" or "previously covered"). ["Previously covered" indicates coverage by CSRS or FERS.]	
17	M45	Employee is automatically covered under FERS, FERS-RAE, or FERS-FRAE.	

Table 13-D. Remarks Required in Special Situations, Continued

Rule	If Code Is	Then Remark Is	Notes
18	M46	Employee is covered by FERS because of previous election.	1. Remark E23 is used only when employee is a preference eligible. 2. To determine the annual rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM 3. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
19	M97	Employee subject to post-employment restrictions under 18 USC 207(c).	
20	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost-of-living increases.	
21	P10	Annuity at present is ($).	
22	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.	
23	P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.	
24	P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate.	
25	T55	Tenure as used for 5 USC 3502 is not applicable to the SES.	

Chapter 14: Promotions; Changes to Lower Grade, Level, or Band; Reassignments; Position Changes; and Details
(NOA: 702, 703, 713, 721, 730, 731, 732, 740, 741, 769, 770)

Contents

1. Coverage 2
2. Selection of Legal Authority 2
3. Special Conditions 3

Job Aids 5

Instructions for Processing Personnel Actions 5

When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail 6

Tables 8

Table 14-A. Documentation of Details 8

Table 14-B. Promotions in the Competitive Service 9

Table 14-C. Promotions in the Excepted Service 12

Table 14-D. Reassignments in the Competitive Service 14

Table 14-E. Reassignments in the Excepted Service 16

Table 14-F. Reassignments in the Senior Executive Service 17

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service 18

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service 23

Table 14-I. Position Change Actions in the Competitive Service 27

Table 14-J. Position Change Actions in the Excepted Service 31

Table 14-K. Remarks Required in Special Situations 35

Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change) 38

1. Coverage

Promotions; reassignments; changes to lower grade, level, or band; and position change actions (personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one SES position to another SES position, in same agency, with no break in service); extension of temporary promotions and temporary position change actions and details.

This chapter does not cover:

- **i.** Movement of an employee, with their position, to a different organization when no change occurs in the position title, occupational series, grade, duties, and responsibilities (e.g. transfer of function/reorganization/realignment). (See Chapter 21 for documenting Mass Transfer and Realignments.)
- **ii.** Movement between the competitive, excepted, and SES. (See Chapters 9-13 for documenting a conversion to appointment.)
- **iii.** Promotion; reassignment; and change to lower grade, level, or band for temporary employees. (See Chapters 10 and 11.)
- **iv.** Promotion and change to lower grade, level, or band of an employee who is serving on a temporary appointment pending establishment of a register in other than a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.)
- **v.** Actions based on selection from a Civil Service certificate or under a Direct Hire Authority (DHA). (See Chapters 9 and 10 for conversion appointments.)

2. Selection of Legal Authority

a. Meaning of "equivalent to CS Regs." For some actions covered by this chapter, the legal authority you place on the action will depend upon whether the action is being taken under Civil Service laws or regulations, under agency procedures similar or equivalent (eq) to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under 5 USC 75 (Adverse Actions), under agency procedures that are equivalent to 5 USC 75, or under other procedures. Some agencies are not covered by the Civil Service laws and regulations, and some employees are not covered because of the appointments on which they serve. If your agency is not

covered by Civil Service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow, including ones similar to or equivalent to Civil Service procedures or other procedures different from those required by the Civil Service laws or regulations. You cannot determine the correct authority without knowing the procedures being used to effectuate the action.

b. Actions for Which the Agency Must Select the Authority. For some actions covered by this chapter, you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled.

i. Cite the law, Executive Order, or regulation for the basis of the action, in the authority block on the SF-50 along with the LAC shown in the table.

ii. If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference in the authority block on the SF-50 along with the LAC shown in the table.

iii. For actions in which a specific legal authority is not cited in the table and not covered by paragraphs (i) and (ii) above, show "5 USC 302" in the authority block on the SF-50 along with the legal authority code shown in the table. 5 USC 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it only when no other authority is appropriate for the action being processed; its use should be very rare.

3. Special Conditions

When effectuating promotions; reassignments; changes to lower grade, level, or band; or position change actions, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

a. Eligible for a within-grade increase (WGI) on the same date. When the employee is eligible for a WGI on the same date as another action (for example, a promotion), both actions may be documented on the same SF-50. Note that each one is reported separately via EHRI. In these cases, first document the WGI action in blocks 5A-5F and then document the promotion action in blocks 6A-6F. For pay adjustments see chapter 17 for order of processing.

b. Work schedule or the number of hours worked will also change. If the employee's work schedule or the number of hours they work on a part-time basis will change as a result of the action being processed, you may document the Change in Work Schedule

or Change in Work Hours action on the same SF-52/SF-50 on the same form used to document the other action processed under the rules of this chapter. Follow the instructions in Chapter 24 to select the NOA, authority, and remarks for the change in work schedule or hours.

i. When the action and the change in work schedule or hours are being documented on a single SF-52/SF-50, enter the NOA and authority for the action processed under this chapter in blocks 5A-5F and enter the NOA and authority for the change in work schedule or hours in blocks 6A-6F. If the action includes a change in the number of hours a part-time employee works per biweekly pay period, enter the new hours per pay period in block 33.

ii. When a return to duty and an action under this chapter are effective on the same date as a change in work schedule or hours, and the return to duty and action under this chapter are being recorded on the same SF-52/SF-50, document the return to duty in blocks 5A-5F, the conversion in blocks 6A-6F, the new work schedule in block 32 and the new hours in block 33. You do not need an additional SF-52/SF-50 to document the change in work schedule or hours.

c. Absent in military service or because of compensable injury. Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade, level, or band, or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.

Prepare and distribute the SF-50 after the employee returns. If the employee does not exercise restoration rights, no SF-50 action is required.

d. Temporary promotion to permanent promotion. Unless agency instructions require an employee, who is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

Job Aids

Instructions for Processing Personnel Actions

Step	Action
1	Use the "When to Process" Job Aid to decide whether an action is a promotion; change to lower grade, level, or band; reassignment; position change; or detail. When an employee moves to an agency activity serviced by another personnel office, the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to "drop" the employee from its data system, use an agency NOAC in the 900-series to do so.
2	Use the tables in this chapter to select NOA and authority for the action. Enter them in blocks 5A-5F of the SF-50. **Detail:** • 14-A **Competitive Service**: • Promotion 14-B • Reassignment 14-D • Change to Lower Grade, Level, or Band 14-G • Position Change 14-I **Excepted Service:** • Promotion 14-C • Reassignment 14-E • Change to Lower Grade, Level, or Band 14-H • Position Change 14-J **Senior Executive Service:** • Reassignment 14-F
6	Use Tables 14-K and 14-L to select remarks required by OPM for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
7	For additional requirements, see Chapter 4 - Processing Action Instructions

Job Aid

When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail

Rule	If	And	Then the Action Is a
1	Employee moves to another position in the same agency.	Is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Move is to a position at the retained grade while employee is on grade retention	
3	Employee, who has been serving on a 703/Promotion NTE, receives another temporary promotion		Promotion NTE (There is no need to process a Change to Lower Grade to end the first temporary promotion. The new Promotion NTE automatically ends first one.)
4	Employee moves from a General Schedule position at grade 15 or below, or an equivalent position, to a senior-level (SL) or scientific or professional (ST) position	Does not begin or continue a period of grade retention as a result of the action	Promotion
5	Employee moves to a position at a higher grade level within the same job classification system and pay schedule		
6	Employee moves to a position with a higher rate of basic pay in a different job classification system and pay schedule		
7	Employee moves from a senior-level (SL) or scientific or professional (ST) position to a General Schedule position at grade 15 or below, or an equivalent position		Change to lower grade, level, or band
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention because of the action	Change to lower grade, level, or band
9	Employee moves to a lower graded position under the same wage grade schedule		

Rule	If	And	Then the Action Is a
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level, or band
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		Detail
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series, and grade do not change	Mass Transfer (See instructions in GPPA Chapter 21.)
14	Employee moves within your agency when the function employee performs moves from one organization or activity in your agency to another		Realignment (See instructions in GPPA Chapter 21.)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade, duties, or responsibilities).	Change in Data Element (See instructions in GPPA Chapter 28)
16	Employee moves to another position in the same agency or is assigned to a new position description when the job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, grade, duties, or responsibilities).	(No action is required by OPM to document the change. If your agency requires that the change be documented, your agency may develop a NOA code/NOA in the 900-series to do so.)

Tables

Table 14-A. Documentation of Details

Rule	If Detail is	And	Then	Notes
1	To state or local government, or other eligible organizations under the authority of Assignments To and From States 5 USC 33		Document with an SF-50: Legal Auth NYM/5 CFR 334.101 a) NOA 730/Detail NTE (Date); or b) NOA 731/Ext Detail NTE (Date); or c) NOA 732/Term of Detail NTE (Date)	1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF-52) extends beyond 30 days, prepare an SF-52 showing as the effective date the date on which the detail actually began. 2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF-52) extends to 120 days or more, prepare an SF-52 showing as the effective date the date on which the detail actually began 4. Assign the appropriate 9xx code as reflected in column 4 of the rule. Do not submit this information in your agency's EHRI submission. **Note:** Follow agency guidance on when to document details on an SF-50. If details are documented on a SF-50, they are done in increments of 120-day periods. 5 CFR 300 and 5 CFR 317.903.
2	To an international organization (**See note 4**)		Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date. a) NOA 930/Detail NTE (Date); or b) NOA 931/Ext Detail NTE (Date); or c) NOA 932/Term of Detail NTE (Date)	
3	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.	
4	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher-grade position (**See note 4**)	Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (**See note 1**) a) NOA 930/Detail NTE (Date); or b) NOA 931/Ext Detail NTE (Date); or c) NOA 932/Term of Detail NTE (Date)	
5		Is to a position with promotion potential (**See note 4**)		
6		Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.	
7	For 120 days or more (**See note 4**)		Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (**See note 2**) a) NOA 930/Detail NTE (Date); or b) NOA 931/Ext Detail NTE (Date); or c) NOA 932/Term of Detail NTE (Date)	

Table 14-B. Promotions in the Competitive Service

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
1	Promotion of an Administrative Law Judge under conditions described in 5 CFR 930.204	Is on a temporary basis	703	Promotion- NTE (date)	SZR	5 CFR 930.204(e)		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is not on a temporary basis	702	Promotion					
3	Competitive selection under agency Merit Promotion or Merit Staffing procedures	Is on a temporary basis	703	Promotion- NTE (date)	N3M	(Cite specific authority for action)	K12		
4			702	Promotion					
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (See note 2)	Is not on a temporary basis	702	Promotion	N2M	(Cite specific authority for action)	K13		
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent	Is not on a temporary basis	702	Promotion	N3M	(Cite specific authority for action)	K12		
7	Reclassification of a position at a higher grade because of additional duties and responsibilities		702	Promotion	N7M	5 CFR 335.102 Reclass	K26		

Table 14-B. Promotions in Competitive Service, Continued

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
8	The upgrading of a position due to the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 USC 5107	K23	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
9	The upgrading of a position due to the correction of an initial classification error				N5M	5 CFR 335.102 Upgrading	K27		
10	Noncompetitive advancement to a higher grade of employee selected at an earlier stage under competitive procedures (e.g., from a Civil Service register, under direct hire, or under an agency merit promotion program)				N6M	(Cite specific authority for action)			
11	Reserved								
12	An exception to competitive promotion procedures not described in rules 7-11 (e.g., re-promote to grade previously held)	Is on a temporary basis	703	Promotion- NTE (date)	N8M	(Cite specific authority for action)			
13		Is not on a temporary basis	702	Promotion					

Table 14-B. Promotions in Competitive Service, Continued

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
14	Selection from the Reemployment Priority List	Is to a grade previously held on a non-temporary basis in the competitive service from which the employee was demoted under 5 CFR 351	702	Promotion	NUM	5 CFR 330.207		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	(Cite specific authority for action)	K12		
16		May be extended without competition			N8M	(Cite specific authority for action)			

Table 14-C. Promotions in the Excepted Service

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 5)	Required Remarks (See Note 2)	Notes	Remarks
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	PL 107-288		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. See Table 14-L to translate codes into actual remarks. 4. Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Is on a temporary basis	703	Promotion-NTE (date)					
3	Promotion of a non-U.S. citizen serving overseas under 5 CFR 8.3				BPM	5 CFR 8.3			
4		Is not on a temporary basis	702	Promotion					
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)	K13		
6	Pathways Intern (See note 4)	Is not on a temporary basis			YEK	5 CFR 362.203(e)			
7	Pathways Recent Graduate				YEL	5 CFR 362.303(e)			
8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	5 CFR 362.405(c)			

Table 14-C: Promotions in the Excepted Service, Continued

13

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 5)	Required Remarks (See Note 2)	Notes	Remarks
9	Assignment (under circumstances not covered in rules 1-8) to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See note 3)		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. See Table 14-L to translate codes into actual remarks. 4. Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
10		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See note 3)			
11	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)			

Table 14-D. Reassignments in the Competitive Service

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
1	Reassignment of an Administrative Law Judge under conditions described in 5 CFR 930.204(f)	721	Reassignment	SZS	5 CFR 930.204(f)		1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/5 CFR 531.222(c)." 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and ZLM, if used. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2	Competitive selection under agency Merit Promotion or Merit Staffing procedures			N3M	(Cite specific authority for action)	K12		
3	Reduction in force			PNM	5 CFR 351.603			
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	(Cite specific authority for action)			
5	Contracting out of functions under OMB Circular A-76			PNR	5 CFR 351.603 and OMB Circular A-76			

Table 14-D: Reassignments in the Competitive Service, Continued

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position	721	Reassignment	L9M	(Cite specific authority for action)	K43	1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/5 CFR 531.222(c)." 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and ZLM, if used. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). 4. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable Use as many remarks as are applicable
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 USC 5107	K23		
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when rule 7 does not apply			N7M	5 CFR 335.102	K27		
9	Employee moves to a position with greater growth potential or offering opportunities for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	(Cite specific authority for action)			
10	Selection from the agency's Reemployment Priority List			NUM	5 CFR 330.207			
11	Selection from the agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			
12	Reassignment when rules 1-11 do not apply (See notes 4 and 5)			N2M	(Cite specific authority for action)			

Table 14-E. Reassignments in the Excepted Service

Rule	If Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is (See Notes)	Auth Is	Notes	Remarks
1	Of a VRA appointee	721	Reassignment	J8M	PL 107-288	1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/5 CFR 531.222(c)." 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. "ZLM: Other citation (Law, EO, or reg.)" may be cited in addition to any other authority or authorities required by this table. Cite ZLM immediately after the authority or authorities required by this table. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, C and D authorities, see 5 CFR 213. For authority codes for see Chapter 11, Figure 11-1. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). 5. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
2	Of a non-U.S. citizen serving overseas under 5 CFR 8.3			BPM	5 CFR 8.3		
3	Effectuated under RIF procedures			PNM	5 CFR 351.603		
4	Because of contracting out of functions under OMB Circular A-76			PNR	5 CFR 351.603 and OMB Circular A-76		
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth code as was used for the appointment)	(Same authority as was used for the appointment)		

Table 14-F. Reassignments in the Senior Executive Service

Rule	If Employee Is	And	Then NOAC Is	NOA Is	Auth Code Is (See Notes 1 and 2)	Auth Is	Notes	Remarks
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 USC 4314(b)(3)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 2. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58). 5. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
2		Action results from RIF			VDM	5 USC 3595(b)(3)(A)		
3		Action is not described in rules 1 or 2 above			V5M	5 USC 3395(a)(1)(A)		
4	Serving on an SES Noncareer Appt				V9M and AWM	5 USC 3395(d)(1) and OPM Form 1652		
5	Serving on a SES Limited Emergency Appt				V7M and AWM	5 USC 3395(b)(1) and OPM Form 1652		
6	Serving on an SES Limited Term Appt				V8M and AWM	5 USC 3395(b)(2) and OPM Form 1652		

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
1	Competitive selection under agency Merit Promotion or Merit Staffing procedures			713	Change to Lower Grade, Level, or Band	N3M	(Cite specific authority for action or an agency-specific authority)	K12	1. When change to lower grade entitles the employee to pay retention under 5 USC 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 USC 5362, follow the instructions in Table 14-I. 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 USC 5362	Temporary promotion was to a grade higher than the retained grade			N2M	(Cite specific authority for action or an agency-specific authority)	K16, X37, X45		
3		Employee is **not** entitled to grade retention under 5 USC 5362						K16		
4	RIF procedures when employee is not entitled to grade retention under 5 USC 5362					PNM	5 CFR 351.603			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
5	Placement in lieu of separation when employee has no RIF assignment right	Employee is not entitled to grade retention		713	Change to Lower Grade, Level, or Band	N2M and C1M	Cite specific authority for action and agency-specific authority. For C1M use 5 CFR 351.201(b) or agency authority		1. When change to lower grade entitles the employee to pay retention under 5 USC 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 USC 5362, follow the instructions in Table 14-I. 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3.See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
6	Placement resulting from contracting out of functions under OMB Circular A-76 when employee is not entitled to grade retention					PNR	5 CFR 351.603 and OMB Circular A-76			
7	Reclassification to lower grade due to the implementation of a new or revised OPM classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is under 5 USC 75				VGP and VAJ	5 USC 5107 and 5 USC 75	K23		
8		Action is under agency procedures that are equivalent to those required under 5 USC 75				VGP and VHJ	5 USC 5107 and 5 USC 75 Eq			
9		Action is not covered by rules 7 and 8				VGP and USM	5 USC 5107 and (Cite authority for action)			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 USC 5362	Action is under 5 USC 75		713	Change to Lower Grade, Level, or Band	VAJ and N7M	5 USC 75 and 5 CFR 335.102 Reclass	K27	1. When change to lower grade entitles the employee to pay retention under 5 USC 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 USC 5362, follow the instructions in Table 14-I. 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
11		Action is under agency procedures that are equivalent to those required under 5 USC 75				VHJ and N7M	5 USC 75 Eq and 5 CFR 335.102 Reclass			
12		Action is not covered by rules 10 and 11				USM and N7M	(Cite authority for the action) and 5 CFR 335.102 Reclass			
13	An exception to competitive staffing procedures not covered under rules 7-12					N8M	(Cite specific authority for action or an agency-specific authority)			
14	Employee's request to be moved to a lower grade, level, or band position					N2M	(Cite specific authority for action or an agency-specific authority)	M20		

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (See note 4)			713	Change to Lower Grade, Level, or Band	L9M	Cite specific authority for action	K43	1. When change to lower grade entitles employee to pay retention under 5 USC 5363, follow instructions in this table. When a change to lower grade results in the employee being entitled to grade retention under 5 USC 5362, see Table 14-I. 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which they are entitled to grade retention. When this occurs, the move from the supervisory/managerial position is a "740/Psn Chg;" see Table 14-I. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
16	An order of the MSPB					VAA	5 USC 1204			
17	Employee's unacceptable performance (when conduct is not a factor)	Action is under 5 CFR 432				QGM	5 CFR 432.101			
18		Action is under agency procedures equivalent to those required under 5 CFR 432				QHM	5 CFR 432.101 Eq			
19		Action is under 5 CFR 752(D)				VWP	5 USC 7513			
20		Action is under agency procedures equivalent to those required under 5 CFR 752(D)				VWR	5 USC 7513 Eq			

Table 14-G. Changes to Lower Grade, Level, or Band in the Competitive Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
21	Selection from the agency's Reemployment Priority List			713	Change to Lower Grade, Level, or Band	NUM	5 CFR 330.207		1. When a change to lower grade entitles the employee to pay retention under 5 USC 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 USC 5362, follow the instructions in Table 14-I. 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, EO, or reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
22	Selection from the agency's Career Transition Assistance Plan					ABR	5 CFR 330.608			
23	Is not covered by rules 1-22 and does not entitle employee to grade retention under 5 USC 5362	Action is under 5 USC 75				VAJ and N2M	5 USC 75 and (cite specific authority for action)			
24		Action is under agency adverse action procedures equivalent to those required under 5 USC 75				VHJ and N2M	5 USC 75 Eq and (cite specific authority for action)			
25		Action is not covered by rules 23 and 24				USM and N2M	(Cite agency auth for Chg to Lower Grade), and (cite specific authority for action)			

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
1	Change to lower grade, level, or band of VRA appointee			713	Change to Lower Grade, Level, or Band	J8M	PL 107-288		1. When the action results in the employee becoming entitled to pay retention under 5 USC 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 USC 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. "ZLM: Other Citation (law, EO, or reg.)" may be cited in addition to any other authority or authorities required by this table. Cite ZLM as the second authority. For information on Schedule A, B, C and D authorities, see 5 CFR 213. For authority codes see Chapter 11, Figure 11-1. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2	Change to lower grade, level, or band of non-U.S. citizen serving overseas under 5 CFR 8.3					BPM	5 CFR 8.3			
3	RIF when employee is not entitled to grade retention under 5 USC 5362					PNM and (same auth code used for appt)	5 CFR 351.603 and (same authority used for appt)			

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
4	Placement resulting from contracting out of functions under OMB Circular A-76	Employee is not entitled to grade retention under 5 USC 5362		713	Change to Lower Grade, Level, or Band	PNR and (same as was used for appt)	5 CFR 351.603 and OMB Circular A-76 and (same used for appt)		1. When the action results in the employee becoming entitled to pay retention under 5 USC 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 USC 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. "ZLM: Other Citation (law, EO, or reg.)" may be cited in addition to any other authority or authorities required by this table. Cite ZLM as the second authority. For information on Schedule A, B, C or D. authorities, see 5 CFR 213. For authority codes for see Chapter 11, Figure 11-1. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
5	To return employee to prior grade upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted the temporary promotion	Employee is entitled to grade retention under 5 USC 5362	Temporary promotion was to a grade higher than the retained grade			(same auth code as was for Promo NTE appt)	(same auth used for Promo NTE appt)	K16, X37, and X45		
6		Employee is not entitled to grade retention						K16		
7	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 USC 5362	Action is effected under adverse action procedures of 5 USC 75			VUJ and (same auth code used for the appt)	5 USC 75 Reclass and (same auth used for the appt)	K27		
8			Action is effected under agency procedures that are equivalent to those required under 5 USC 75			VVJ and (same auth code as was used for appt)	5 USC 75 Reclass Eq and (same auth used for appt)			

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
9	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 USC 5362	Action not covered by rules 7 or 8	713	Change to Lower Grade, Level, or Band	U3M and (same auth code used for appt)	(Cite agency auth for CLG due to reclass) and (same auth used for appt)	K27	1. When the action results in the employee becoming entitled to pay retention under 5 USC 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 USC 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. "ZLM: Other Citation (law, EO, or reg.)" may be cited in addition to any other authority or authorities required by this table. Cite ZLM as the second authority. For information on Schedule A, B, C and D authorities, see 5 CFR 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1. An SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
10	Employee-initiated action to move to lower grade, level, or band position that can be filled under the authority used for employee's appointment					(same auth code used for appt)	(same auth used for appt)	M20		
11	Employee's unacceptable performance (when conduct is not a factor)	Action under 5 CFR 432				QGM	5 CFR 432.101			
12		Action under agency procedures equivalent to those required under 5 CFR 432				QHM	5 CFR 432.101 Eq			
13		Action under 5 CFR 752(D)				VWP	5 USC 7513			
14		Action under agency procedures equivalent to those required under 5 CFR 752(D)				VWR	5 USC 7513 Eq			
15	Reserved									

Table 14-H. Changes to Lower Grade, Level, or Band in the Excepted Service, Continued

Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
16	An order of the MSPB			713	Change to Lower Grade, Level, or Band	VAA	5 USC 1204		1. When the action results in the employee becoming entitled to pay retention under 5 USC 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 USC 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. "ZLM: Other Citation (law, EO, or reg.)" may be cited in addition to any other authority or authorities required by this table. Cite ZLM as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58) .	Use as many remarks as are applicable
17	Assignment of employee, under conditions not covered in rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 USC 5362	Is effected under adverse action procedures of 5 USC 75			VAJ and (same auth code used for appt)	5 USC 75 and (same auth used for appt)			
18	Assignment of employee, under conditions not covered in rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 USC 5362	Is under agency procedures that are equivalent to those required under 5 USC 75			VHJ and (Same auth code as was used for the appt)	5 USC 75 Eq and (same authority that was used for the appt			
19	Assignment of employee, under conditions not covered in rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 USC 5362	Is under conditions not covered in rules 17 and 18			USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)			

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Table 14-I. Position Change Actions in the Competitive Service

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Position Change	N2M and RJM	(Cite specific authority for action) and 5 CFR 536.202(a)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 2. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		
3	Reclassification to lower grade due to implementation of a new or revised OPM classification or job grading standard or classification guide	Action is the initial demotion				VGP	5 USC 5107	K23, X37, X61, and X45		
4		Action is a subsequent demotion during grade retention period						K23, X37, X38, X61, and X45		
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 USC 5362(b) (See note 2)	Action is the initial demotion				N2M and VQJ	(Cite specific auth for action) and 5 USC 5362(b)	X37, X61, and X45		
6		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		
7	Reduction in force when employee is entitled to grade retention under 5 USC 5362(a)	Action is the initial demotion				PNM and VMJ	5 CFR 351.603 and 5 USC 5362(a)	X37, X61, and X45		
8		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
9	Placement in lieu of separation when employee has no RIF assignment right	Action is the initial demotion		740	Position Change	N2M and C1M	Cite specific authority and cite specific authority	X37, X45, and X61	1. See Table 14-L to translate codes into actual remarks. 3. Document as a detail a temporary or time-limited assignment to a position at the same grade as that of the position the employee occupies. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58)	Use as many remarks as are applicable
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61		
11	Contracting out of functions under OMB Circular A-76 when employee is entitled to grade retention under 5 USC 5362	Action is the initial demotion				PNR and VMJ	5 CFR 351.603 and OMB Circular A-76 and 5 USC 5362(a)	X37, X61, and X45		
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		
13	Movement of employee as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position promoted from (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention				L9M	(Cite specific authority for action)	X37, X45, and X61		
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (See note 3)	Agency's Reemployment Priority List	741	Position Change NTE (date)	NUM	5 CFR 330.207			
15			Agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
16	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (See note 3)	Sources **other than** the agency's Reemployment Priority List or Career Transition Assistance Plan	741	Position Change NTE (date)	N2M	(Cite specific authority for action)	X37, X45, and X61	1. See Table 14-L to translate codes into actual remarks. 3. Document as a detail a temporary or time-limited assignment to a position at the same grade as that of the position the employee occupies. 4. When employee is moved to a position at a grade higher than the retained grade, document the action as a 702/Promotion or 703/Promotion NTE (date). 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58)	Use as many remarks as are applicable
17		Action is without time limitation		740	Position Change					
18			Agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			
19			Agency's Reemployment Priority List			NUM	5 CFR 330.207			
20	Movement of employee who is on grade retention back to a position at the retained grade (See note 4)					NUM	5 CFR 330.207	X65		
21			Agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			
22			Sources *other than* the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	(Cite specific authority for action)			
23		Action is on a time-limited basis		741	Position Change NTE (date)					
24			Agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			
25			Agency's Reemployment Priority List			NUM	5 CFR 330.207			

Table 14-I: Position Change Actions in the Competitive Service, Continued

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change NTE	Agency's Reemployment Priority List	770	Ext of Position Change NTE (date)	NUM	5 CFR 330.207	K12	1. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	
27			Agency's Career Transition Assistance Plan			ABR	5 CFR 330.608			
28			Sources *other than* the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M	(Cite specific authority for action)			
29						N8M				

Table 14-J. Position Change Actions in the Excepted Service

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
1	Reorganization or reclassification decision that management has announced in writing	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion	740	Position Change	(Same auth code as was used for the appt) and RJM	(Same authority as was used for the appt) and 5 CFR 536.202(a)	X37, X61 and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 3. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to another position. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45		
3		Employee is serving under the VRA authority	Action is the initial demotion			J8M and RJM	PL 107-288 and 5 CFR 536.202(a)	X37, X61 and X45		
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45		
5	Change in employee's grade due to position reclassification when employee is entitled to grade retention under 5 USC 5362(b) (See note 3)	Assignment can be made under authority that was used for employee's appointment	Action is the initial demotion			(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 USC 5362(b)	X37, X61 and X45		

Table 14-J. Position Change Actions in the Excepted Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
6	Change in employee's grade due to position reclassification when employee is entitled to grade retention under 5 USC 5362(b) (See note 3)	Employee is serving under the VRA authority	Action is a subsequent demotion during grade retention period	740	Position Change	(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 USC 5362(b)	X37, X38, X61 and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 3. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to another position. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
7			Action is the initial demotion			J8M and VQJ	PL 107-288 and 5 USC 5362(b)	X37, X61, and X45		
8	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 USC 5362(b) (See note 3)	Employee is serving under the VRA authority	Action is a subsequent demotion during grade retention period			J8M and VQJ	PL 107-288 and 5 USC 5362(b)	X37, X38, X61, and X45		
9	Reduction in force	Employee is entitled to grade retention under 5 USC 5362(a)	Action is the initial demotion			PNM and VMJ	5 CFR 351.603 and 5 USC 5362(a)	X37, X61, and X45		
10			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45		

Table 14-J. Position Change Actions in the Excepted Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
11	Contracting out of functions under OMB Circular A-76	Employee is entitled to grade retention under 5 USC 5362(a)	Action is the initial demotion	740	Position Change	PNR and VMJ	5 CFR 351.603 and OMB Circular A-76 and 5 USC 5362(a)	X37, X61, and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 4. Document as a **detail** a temporary assignment to a position at the same grade as that of the position the employee occupies. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45		
13	Movement of an employee who is already on grade retention to a position at a grade below their retained grade when grade retention continues	Assignment is made under the authority that was used for employee's appointment	Change is on a time-limited basis (See note 4)	741	Position Change NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	X37, X61, and X45		
14			Change is without limitation	740	Position Change					
15	Movement of an employee who is already on grade retention to a position at a grade below their retained grade when grade retention continues	Employee is serving under the VRA authority	Change is on a time-limited basis (See note 4)	741	Position Change	J8M	PL 107-288	X37, X61, and X45		
16			Change is made without time limitation	740	Position Change	J8M	PL 107-288	X37, X61, and X45		

Table 14-J. Position Change Actions in the Excepted Service, Continued

Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
17	Employee who is on grade retention moves back to a position at their retained grade (See note 5)	Change is made under the authority that was used for employee's appointment	Change is on a time-limited basis	741	Position Change NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)		1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: 5 CFR 330.608" following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117-58).	Use as many remarks as are applicable
18			Change is without time limitation	740	Psn Change			X36		
19		Employee is serving under the VRA authority	Change is on a time-limited basis	741	Psn Change NTE (date)	J8M	PL 107-288			
20			Change is without time limitation	740	Psn Change			X36		
21	To extend a position change NTE			770	Ext of Psn Change NTE (date)	(Same auth code as for the Psn Change NTE)	(Same authority as for the Psn Change NTE)			

Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable)

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30	1. See Table 14-L to translate codes into actual remarks.
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02	
3	Cancelled health benefits enrollment		B01	
4	Is occupying a successor position in the competitive service	The grade or series of the position is being changed by reclassification of substantially the same duties	K19	
5	Is entitled to a retained (or saved) rate of pay	Under an authority other than 5 CFR 536	P17	
6	Has had retained (or saved) rate of pay	The action will terminate retained (or saved) rate of pay	X42	
7	Is being promoted	Action results in termination of grade retention entitlement	X36	
8		Will have salary set on the basis of a higher rate earned previously	P01	
9	Is being returned to the permanent position after a temporary promotion	While on temporary promotion completed requirements for WGI at the grade of the permanent position	P19	
10	Is being placed in a General Schedule position where employee will supervise higher paid employees under another pay system	Employee's rate of pay is being adjusted so employee will be paid at a higher rate than the employees supervised	P72	
11	Qualifies for the position based on a training agreement	The action places the employee directly into the target occupation	E56	
12	Has satisfactorily completed training under an agreement that placed employee directly into the target occupation		E37	
13	Is changing position title, series, or grade	Change is a result of a position survey	K27	
14		Change is a result of a change in classification standards	K23	
15	Requests a reassignment to a position with less promotion potential or requests a change to lower grade, level, or band		M20	

Table 14-K. Remarks Required in Special Situations, Continued

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
16	Is being repromoted to a grade not above that from which downgraded	The downgrade was not from personal cause or at the employee's request	K17	1. See Table 14-L to translate codes into actual remarks.
17	Is in the excepted service	Has been selected for the position under an agency Merit Promotion or Merit Staffing program	K12	
18	Was selected for reassignment without regard to agency's Merit Staffing and Merit Promotion requirements	Position for which selected is at the full performance level or band (i.e., position is not at a grade below the target grade of an established career ladder or training program and/or otherwise being filled at a grade below the full performance level grade of the position)	K18	
19	Is in the competitive service	Position to which employee is being assigned has promotion potential	K20	
20	Has been serving on a Promotion NTE		K16	
21	Has been serving on a Position Change NTE		K50	
22	Moves to a position for which a special rate of pay has been established under 5 USC 5305 for recruitment and retention		P05	
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45	
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49	
27		Pay retention entitlement is terminated	X42 and X49	
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20	
29		Action results in termination of pay retention benefits	X42 and M20	
30			M20	

Table 14-K. Remarks Required in Special Situations, Continued

Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
31	Is entitled to grade retention under 5 USC 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35	1. See Table 14-L to translate codes into actual remarks.
32	Is entitled to pay retention under 5 USC 5363	Salary is 150% of maximum rate of grade to which assigned	X41	
33			X40	
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01	
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02	
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	
37	Will receive payment for AUO as part of their total salary		P81	
38	Is detailed to a state or local government, or other eligible organization under 5 USC 33		K46	
39	Will receive availability pay as part of their total salary		P99	
40	Is a senior political appointee whose position is subject to the pay freeze for certain senior political officials		P83	
50	If employee reassignment is due to Return to In-Person Work effective 01/20/2025		F15	

Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)

Remark Code	Then the Remark Is
B01	Cancelled health benefits.
B02	Elected not to enroll for health benefits.
E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.
E44	Probationary period for supervisory (or managerial) position not required.
E45	Probationary period for supervisory (or managerial) position completed.
E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
F15	Reassignment due to Return to In-Person Work status.
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
K01	Qualification requirements modified because of general OPM amendment.
K02	Qualifications waived per 5 CFR 351.703.
K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
K13	Removes temporary limitation placed on the last action.
K16	From Promotion NTE (date).
K17	Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.
K18	Position is at the full performance level or band.
K19	Successor position—employee retained in competitive service.
K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).
K23	Result of change in classification standards.
K26	Result of additional duties and responsibilities.
K27	Result of position review.
K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
K46	Detailed to (enter name of state or local government or educational institution) under 5 USC 33.
K50	From Position Change NTE (date).
K60	Action is in lieu of RIF separation of employee retained under temporary exception.
M20	Action at employee's request.
P01	Previously employed at (pay plan; grade, level, or band; rate).
P05	Special rate under 5 USC 5305.
P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level, or band; and step if applicable).

Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change), Continued

Remark Code	Then the Remark Is
P19	Salary includes WGI for which employee became eligible on (date).
P72	Salary in block 20 includes supervisory differential of ($).
P81	Salary in block 20 includes AUO of ($).
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.
P99	Salary in block 20 includes availability pay of ($).
X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade) the position from which reduced.
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X40	Employee is entitled to pay retention.
X41	Salary is 150% of maximum rate of grade to which assigned.
X42	Pay retention entitlement terminated.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, promotion, and training eligibility.
X49	Change to lower grade, level, or band is for personal cause.
X61	Retained grade will not be used for purposes of reduction in force.
X65	Grade retention entitlement is terminated.

Chapter 15: Placement in Nonpay or Nonduty Status and Documentation of Written Warnings

(Nature of Action: 430, 450, 451, 452, 460, 471, 473, 480, 772, 773)

Contents

1. Coverage 2
2. Selection of Legal Authority 2
3. When to Process an Action 3

Job Aids 4

Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status and Documentation of Written Warnings 4

Effects of Nonpay Status 5

Tables 8

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings 8

Table 15-B. Additional Remarks Required for Some Placements in Nonpay or Nonduty Status …. 18

1. **Coverage**

   Covers furloughs, and extensions of furloughs, placements in leave without pay status and extensions of leave without pay, suspensions, written warnings and civil penalties (5 USC 9204), placement of seasonal employees in nonpay and nonduty status at the end of a peak workload period, sabbaticals for employees in the Senior Executive Service, and absent-uniformed service actions (38 USC 43).

2. **Selection of Legal Authority**

   a. **Meaning of "equivalent to CS Regs**." For some actions covered by this chapter, the legal authority placed on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under 5 USC 75 (Adverse Actions), under agency procedures that are equivalent to 5 USC 75, or under other procedures. Some agencies are not covered by civil service laws and regulations, and some employees are not covered because of the appointments on which they serve. If your agency is not covered by civil service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow, including similar to or equivalent to civil service procedures or other procedures different from those required by civil service laws or regulations. You cannot determine the correct authority without knowing the procedures being used to effectuate the action.

   b. **Actions for Which the Agency Must Select the Authority**. For some actions you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled. Cite the basis of the action, in the authority block on the SF-50 along with the LAC shown in the table.

      i. Cite the law, Executive Order, or regulation for the basis of the action.

      ii. If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference.

      iii. For actions in which a specific legal authority is not cited in the table and not covered by paragraphs (i) and (ii) above, show "5 USC 302" as it is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it only when no other authority is appropriate for the action being processed; its use should be very rare.

3. When to Process an Action

a. Use the job aids when documenting the actions listed to process a personnel action for:

- Leave without pay of 80 hours or more, granted because of an on-the-job illness or an on-the-job injury.
- Leave without pay for uniformed service that is not subject to the provisions of 38 USC 4301.
- Leave without pay subject to the Intergovernmental Personnel Act
- Leave without pay, not described above, that is scheduled for more than 30 days.
- Suspension scheduled for one day or more.
- Furlough scheduled for one day or more.
- Placement in nonpay status actions for seasonal employees.
- Placement in Absent - Uniformed Service status.
- Sabbatical.

Job Aids

Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status and Documentation of Written Warnings

Step	Action
1	Use job aid, **Effects of Nonpay Status**, to identify actions necessary when an employee is placed in a nonpay status.
2	Use job aid, **Effects of Nonpay Status**, to identify any changes (for example, within-grade increase eligibility date) that will change as a result of the employee's nonpay status and make the necessary changes in your tickler system.
3	See Chapter 4 for additional requirements and processing action instructions.
4	Issue any notices required for the action, including the following if appropriate: When the employee will be in nonpay status for more seven consecutive days or more, give the employee a completed SF-8. When an employee enters active duty with the Armed Forces or another uniformed service: • Provide the employee with information about any applicable restoration rights after service is completed and explain those rights or refer the employee to a specialist who can explain them. See Uniformed Services Employment and Reemployment Rights Act (USERRA), as codified in 38 USC 43 and regulated in 5 CFR 353. • If applicable, ask the employee to state in writing whether unused annual leave should be paid in a lump sum or held until the employee returns. See 5 USC 5552 and 5 CFR 550.1203(c). • If the employee is a member of the Reserve or National Guard who is called to active duty, work with the employee to determine if they are covered by the reservist differential provision in 5 USC 5538 and, if they are covered, provide information about the program.

Effects of Nonpay Status

This job aid provides information on how nonpay status affects certain personnel actions and benefits. It will also assist you in determining appropriate remarks to place on the SF-50.

Determination	Amount of Time in Nonpay Status Allowed Without Penalty. (See note below)
Initial Appointment Probationary Period	Any nonpay time in excess of 22 workdays extends the probationary period by that number of days.
Supervisory/Managerial Probationary Period	Any nonpay time in excess of 22 workdays extends the probationary period by that number of days.
Career Tenure	Any nonpay time in excess of 30 calendar days for each period of absence extends the service date for career tenure by that number of days.
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full- time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. Excess time is added to employee's service computation date.
Within-grade Increase General Schedule	Nonpay Time Allowed: • **Waiting Period for Steps 2-3-4 combined:** 2 work weeks (80 hours for full-time employee) • **Waiting Period for Steps 5-6-7 combined:** 4 work weeks (160 for full-time employee) • **Waiting Period for Steps 8-9-10 combined:** 6 work weeks (240 for full-time employee)

Determination	Amount of Time in Nonpay Status Allowed Without Penalty. (See note below)
Within-grade Increase Federal Wage System	Nonpay Time Allowed: • **Waiting Period for Step 2 combined:** 1 work week (40 hours for full-time employee) • **Waiting Period for Step 3 combined:** 3 work weeks (120 hours for full-time employee) • **Waiting Period for Steps 4-5 combined:** 4 work weeks (160 hours for full-time employee)
Federal Employees Group Life Insurance	For an employee in nonpay status, coverage continues at no cost for up to 12 months in nonpay status. However, if while in nonpay status, the employee receives pay during any part of a pay period, the employee is not considered to be in nonpay status for FEGLI purposes. Coverage is terminated after employee has been in nonpay status for 12 months. Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months. If an employee is in active-duty military status while in civilian nonpay status, FEGLI coverage similarly continues at no cost to the employee for up to 12 months in nonpay status. However, per Section 1102 of PL 110-181 the employee may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums for Basic coverage and by paying the entire cost of Optional coverage. You must give the eligible employee an opportunity to elect the additional 12 months as soon as possible before or after the employee enters nonpay status, but no later than before the end of the first 12 months in nonpay status. Also see the FEGLI Handbook.

Determination	Amount of Time in Nonpay Status Allowed Without Penalty. (See note below)
Federal Employees Health Benefits	You must give an employee who begins a nonpay status an opportunity to elect to either: 1. terminate the enrollment, or 2. continue it and agree to pay the premium or incur a debt. If employee elects to continue the enrollment, it continues for up to 365 days in nonpay status. Previous periods in nonpay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium. See 5 CFR 890.303, 890.304,890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook. If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums.

NOTE: If absence is to perform duty with the uniformed services and employee exercises restoration rights, or because of compensable injury, there is no penalty for the nonpay status — the time is credited for length of service purposes just as though the employee had remained in pay and duty status. For additional information, visit OPM's "Fact Sheet: Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits and Programs."

Tables

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
1	Furlough on one or more consecutive or continuous days (See note 7)	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	5 CFR 351.806	M72 - Reason for furlough: (state reason) M67 – Forwarding Address	7. Unlike an administrative furlough, agencies should not prepare an SF-50 (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing SF-50 documentation.	Use remarks as required for some actions.
2		The furlough is more than 30 calendar days, is not covered under Rule 1, and is effected under 5 CFR 351			PNM	5 CFR 351.603			
3		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 USC 75			VAJ	5 USC 75			
4		Employee is a Senior Executive Service appointee			VDR	5 CFR 359.801			
5		The furlough is for 30 calendar days or less and **is not** effected under 5 USC 75			USM	(Cite agency authority for furlough)			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

9

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
6	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on non-consecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	5 CFR 351.806	M72 - Reason for furlough: (state reason) and (see Table 15- B, rules 8 and 9) M67 – Forwarding Address		Use remarks as required for some actions.
7		Is for more than 30 calendar days (or 22 workdays) and is effected under 5 CFR 351			PNM	5 CFR 351.603			
8		Is for 30 calendar days (or 22 workdays) or less and is effected under 5 USC 75			VAJ	5 USC 75			
9		Is for 30 calendar days (or 22 workdays) or less and is effected under other than 5 USC 75			USM	(Cite agency authority for furlough)			
10		Employee is a Senior Executive Service appointee			VDR	5 CFR 359.801			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

10

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
11	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 USC 75	452	Suspension-Indefinite	VAJ	5 USC 75	S49 - Reason for suspension: (state reason) M67 - Forwarding Address		Use remarks as required for some actions.
12		Suspension is effected under agency procedures equivalent to those required under 5 USC 75			VHJ	5 USC 75 Eq			
13		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)			
14	Suspension that is directed by the MSPB (See note 1)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAA	5 USC 1204		1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)." 2. The legal authority suffix "MFD" means more than 14 days."	
15		Is for more than 14 calendar days		Suspension NTE (date)	VAB	5 USC 1204 - MFD (See note 2)			
16	Suspension that is taken in the interest of national security (See note 1)	Is for 14 calendar days or less		Suspension NTE (date)	V4J and ZEM	5 USC 7352 and EO 10450			
17		Is for more than 14 calendar days		Suspension NTE (date)	VAV and ZEM	5 USC 7532 - MFD and EO 10450 (See note 2)			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

11

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
18	Suspension in effect under 5 USC 75 (See note 1)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAC	5 USC 7502	S49 - Reason for suspension: (state reason) M67 - Forwarding Address	1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."	Use remarks as required for some actions
19		Is for more than 14 calendar days			VWJ	5 USC 7512			
20		Is for more than 14 calendar days and employee is serving in the SES			VDS	5 USC 7542			
21	Suspension in effect under an agency authority, following procedures that are equivalent to those required under 5 USC 75 (See note 1)	Is for 14 calendar days or less			VAD and USP	5 USC 7502 Eq and (cite agency authority for suspension for 1-14 calendar days)			
22		Is for more than 14 calendar days			VAE and USR	5 U.S.C. 7512 Eq and (cite agency authority for suspension for more than 14 calendar days)			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

12

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
23	Suspension in effect under an agency authority that is not described in Rules 11-22 (See note 1)	Is for 14 calendar days or less	450	Suspension NTE (date)	USP	(cite agency authority for suspension for 1-14 calendar days)	S49 - Reason for suspension: (state reason) M67 - Forwarding Address	1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."	Use remarks as required for some actions
24		Is for more than 14 calendar days			USR	(cite agency authority for suspension for more than 14 calendar days)			
25	Suspension effected by the Director of OPM under 5 USC 9204 (See note 1)	Is a second violation of 5 USC 9202 and the suspension is for 7 calendar days or less			VAO	Second violation of 5 USC 9202	S60 – Suspension is for a second violation of 5 USC 9202		
26		Is a third violation of 5 USC 9202 and the suspension is for more than 7 calendar days			VAP	Third violation of 5 USC 9202	S61 – Suspension is for a third violation of 5 USC 9202 M67 - Forwarding Address		
27		Is a fourth violation of 5 USC 9202 and the suspension is for more than 7 calendar days, and a civil penalty is imposed of no more than $250			VAQ	Fourth violation of 5 USC 9202	S62 - Suspension is for a fourth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty] M67 - Forwarding Address		

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

13

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
28	Suspension effected by the Director of OPM under 5 USC 9204 (See note 1)	Is a fifth violation of 5 USC 9202 and the suspension is for more than 7 calendar days, and a civil penalty is imposed of no more than $500	450	Suspension NTE (date)	VAR	Fifth violation of 5 USC 9202	S63 – Suspension is for a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty]. M67 - Forwarding Address	1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."	Use remarks as required for some actions.
29		Is more than a fifth violation of 5 USC 9202 and the suspension is for more than 7 calendar days, and a civil penalty is imposed of no more than $1,000			VAS	More than a fifth violation of 5 USC 9202	S64 – Suspension is for more than a fifth violation of 5 USC 9202 and the civil penalty is [insert the dollar amount of the civil penalty]. M67 - Forwarding Address		
30	Written warning that is effected by the Director of OPM under 5 USC 9204	Is a first violation of 5 USC 9202 and includes a description of the violation and the additional penalties that may apply for subsequent violations	451	Written Warning	VAN	Written warning under 5 USC 9202	S59 - Written warning is a first violation of 5 USC 9202		

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

14

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
31	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	5 CFR 334.101		3. Rule 32 only applies when the injury or illness is compensable under the provisions of 5 USC 81, subchapter I.	Use remarks as required for some actions.
32		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more **(See note 3)**			Q3K	5 CFR 353	N10 - To (or expected to) be paid under 5 USC 81 M67 - Forwarding Address		
33		LWOP is for more than 30 calendar days during a reduction in force notice period	460	LWOP NTE (date)	L9K	5 CFR 351.806	M67 - Forwarding Address		
34		LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position			DAK	5 CFR 630.101	M67 - Forwarding Address		

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

15

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
35	Leave without pay (LWOP)	Documents the beginning of LWOP to perform duty with the uniformed services when the employee does not have restoration rights under 38 USC 4301 **(See note 6)**	460	LWOP NTE (date)	DAM	5 CFR 630.101	M67 - Forwarding Address	6. If an employee provides multiple military orders documenting continuous periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule is not applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD is not required when: 1) NOAC 473/AUS is immediately followed by another NOAC 473/AUS action; or 2) a NOAC 460 action effected per Rule 35 is immediately followed by NOAC 473/AUS (or vice versa). Example: Employee submits 3 military orders to agency documenting continuous military service that begins on 01/02/12 and ends on 12/31/12. Order #1 reflects Rule 42 service from 01/02/12 to 02/15/12; order #2 reflects Rule 42 service from 02/16/12 to 04/30/12; and order #3 reflects Rule 43 service from 05/01/12 to 12/31/12. The employee uses paid leave during absence in 01/12, begins use of unpaid leave (LWOP) on 02/01/12, and returns to duty on 01/01/13. Per Rule 42, process NOAC 473/AUS, effective 02/01/12, to document the beginning of unpaid leave (LWOP). This single personnel action documents the period of continuous service that is subject to Rule 42 per orders #1 and #2. Additionally, process a NOAC 473/AUS effective 05/01/12, to document the beginning of the employee's absence for the continuing service under order #3 as required by Rule 43. A NOAC 292/RTD is not required between the back-to-back actions required per Rules 42 and 43. On 01/01/13, process a NOAC 292/RTD.	Use remarks as required for some actions.
36		LWOP, that is not covered by Rules 31 – 35, is scheduled to exceed 30 calendar days							
37	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	5 CFR 334.104			
38					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

16

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
39	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		4. Because an employee who is on sabbatical is still in pay status, there is no need for a return to duty action at the end of the sabbatical. 5. Periods of Absent – Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 6. If an employee provides multiple military orders documenting continuous periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule is not applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD is not required when: 1) NOAC 473/AUS is immediately followed by another NOAC 473/AUS action; or 2) a NOAC 460 action effected per Rule 35 is immediately followed by NOAC 473/AUS (or vice versa). Example: Employee submits 3 military orders to agency documenting continuous military service that begins on 01/02/12 and ends on 12/31/12. Order #1 reflects Rule 42 service from 01/02/12 to 02/15/12; order #2 reflects Rule 42 service from 02/16/12 to 04/30/12; and order #3 reflects Rule 43 service from 05/01/12 to 12/31/12. The employee uses paid leave during absence in 01/12, begins use of unpaid leave (LWOP) on 02/01/12, and returns to duty on 01/01/13. Per Rule 42, process NOAC 473/AUS effective 02/01/12, to document the beginning of unpaid leave (LWOP). This single personnel action documents the period of continuous service that is subject to Rule 42 per orders #1 and #2. Additionally, process a NOAC 473/AUS effective 05/01/12, to document the beginning of the employee's absence for the continuing service under order #3 as required by Rule 43. A NOAC 292/RTD is not required between the back-to-back actions required per Rules 42 and 43. On 01/01/13, process a NOAC 292/RTD.	Use remarks as required for some actions.
40	Sabbatical **(See note 4)**		480	Sabbatical NTE (date)	V3M	5 USC 3396(c)(1)	M53 - Employee is to suffer no loss of or reduction in: pay, leave, credit for time or service, or performance or efficiency rating. M67 - Forwarding Address		
41	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR 340	M71 - Reason for placement in nonpay status: (state reason) M67 - Forwarding Address		
42	To document the beginning of unpaid leave of absence (LWOP) to perform duty with the uniformed services when the employee has restoration rights under 38 USC 4301	Service is not qualifying for reservist differential provision in 5 USC 5538	473	Absent – Uniformed Service **(See notes 5 and 6)**	Q3K	5 CFR 353			

Table 15-A. Documenting Placements in Nonpay or Nonduty Status and Written Warnings, Continued

17

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	Notes	Additional Remarks
43	To document the beginning of an employee's absence (whether in pay or nonpay status) to perform duty with the uniformed services when the employee has restoration rights under 38 USC 4301	Service is qualifying for reservist differential provision in 5 USC 5538 regardless of whether differential is actually payable	473	Absent – Uniformed Service (See notes 5 and 6)	Q3K and QRD	5 CFR 353 and 5 USC 5538			Use remarks as required for some actions.

Table 15-B. Additional Remarks Required for Some Placements in Nonpay or Nonduty Status

Rule	If	And Employee	And	Then Required Remark code is	And Remark is	Notes
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:	1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (NOAC 450) for periods of a week or less is optional. 2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation. 3. Do not use this remark when Rule 35 of Table 15-A is applicable.
2	NOAC is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. **(See note 1)**	
3		Has FEGLI coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. If while in nonpay status you receive pay during any part of a pay period, you are not considered to be in nonpay status for FEGLI purposes. Contact your servicing Human Resources Office or see the FEGLI Handbook for detailed information. **(See note 3)**	
4		Has FEHB coverage	Is a Schedule D work-study employee, whose appointment is at least one year in duration, and who is expected to be in pay status at least one-third of the total time between appointment and completion of the work- study program per 5 CFR 890.303(e)(2)	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employees share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information. (See note 3)	
5		Has FEHB coverage		B71	If you enter a leave without pay status or any other type of nonpay status or your pay is insufficient to cover your FEHB premium, then you must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information.**(See notes 2 and 3)**	

Table 15-B. Additional Remarks Required for Some Placements in Nonpay or Nonduty Status, Continued

19

Rule	If	And Employee	And	Then Required Remark code is	And Remark is	Notes
6	NOAC is 473 or 460 when Rule 35 of Table 15-A is applicable	Has FEHB coverage		B66	An employee subject to the provisions of PL 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of PL 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information. OPM Benefits letter: BAL 06-401	4. If after NOAC 471 is processed there is a change in the dates on which a furlough will occur, a 002/Correction action is required and remark M73 must newly reflect the corrected dates. 5. No additional personnel processing is required when the employee is notified of specific furlough dates.
7		Has FEGLI coverage		B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active-duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per PL 110-181, Sec. 1102, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook for detailed information.	
8	NOAC is 471	Has been informed of specific furlough date(s) and total number of hours		M73 **(see note 4)**	To be furloughed on (list dates) for total of (number) hours.	
9		Has been informed of the maximum hours for furlough but notification of specific furlough dates in their entirety are pending at the time the action is processed		M75 **(see note 5)**	To be furloughed on discontinuous days between (beginning date of furlough period) and (ending date of furlough period) not to exceed a maximum of (number of hours) during the furlough period. You will be notified of the specific dates(s) that you will be furloughed during each pay period.	

Chapter 16: Return to Duty (RTD) from Nonpay Status

(Nature of Action: 280, 292)

Contents

1. Coverage 2
2. When to Process a RTD 2
3. Instructions 2

Job Aid 3

Effect of Nonpay Status on Service Dates 3

Tables 4

Table 16-A: Documenting RTD Actions 4
Table 16-B: Remarks 8

1. **Coverage**

    a. Covers actions that bring an employee back to pay status and duty after a 460/LWOP, 473/Absent-Uniformed Service, 430/Placement in Nonpay Status, 472/Furlough NTE, or a 450/Suspension Action.

    b. This chapter does not cover RTD from:

        i. A brief period of LWOP for which no SF-50 was processed

        ii. Paid leave, such as annual leave granted for a vacation or sick leave

        iii. Discontinuous furlough or discontinuous suspension

2. **When to Process an RTD**

    Process an RTD action whenever an employee returns from a nonpay status that was documented by a SF-50.

    If an employee is approved leave through the Leave Transfer Program or the Leave Bank Program (5 CFR 630) while on LWOP that was documented by a SF-50, a RTD action must be processed prior to placing the employee on paid leave.

3. **Instructions**

    Use the job aid **Effect of Nonpay Status on Service Dates** below to decide if service dates will change due to the length of time the employee was in nonpay status. If the SCD-leave will change, compute the new one and enter it in the SCD-Leave block of the SF-52 and in any suspense date system your agency maintains.

    NOTE: If absence is to perform duty with uniformed services and employee exercises restoration rights, or because of compensable injury, there is no penalty for the nonpay status, time is credited for length of service purposes just as though the employee had remained in pay and duty status.

    a. Follow instructions in the FEHB Handbook to take action on health benefits by which the employee was covered before the period of time in nonpay status began. Follow instructions in FEGLI Handbook if employee had life insurance coverage.

    b. If another action is effective on the same date as the RTD, use that chapter to select the second NOA, authority, and remarks. Document them in blocks 6A-F and Part F of the RTD action or on a separate action. If both actions are documented on the same SF-50, show the “to position” in blocks 15-22 and pay in which the second action moves the employee.

    c. For additional processing action instructions, see Chapter 4.

Job Aid

Effect of Nonpay Status on Service Dates

Instructions: Use this table to determine whether time in nonpay status affects benefits or status. **NOTE: More than one rule may apply.**

Rule	If time in nonpay status was more than	Then	And you must
1	40 hours since the last within-grade increase under the Federal Wage System (5 CFR 532.417(c))	Next Federal Wage System within-grade increase may be delayed	Extend the time. Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period, 120 hours for the step 3 waiting period, and 160 hours for the steps 4 and 5 waiting periods.
2	80 hours since the last General Schedule within-grade increase (5 CFR 531.406(b))	Next General Schedule within-grade increase may be delayed	Extend the time. Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 80 hours for the steps 2, 3, and 4 waiting periods, in excess of 160 hours for the steps 5, 6, and 7 waiting periods, and in excess of 240 hours for the steps 8, 9, and 10 waiting periods.
3	22 workdays since the initial probationary period began per (5 CFR Part 11.4 and 5 CFR 317.503(d)(2))	Probationary/trial period completion (ending) date may be adjusted	Extend the completion date. Extend by the number of workdays in nonpay status in excess of 22.
4	22 workdays since supervisor/managerial probation period began (5 CFR Part 11.4 and 5 CFR 317.503(d)(2))		
5	22 workdays since term appt. trial period began		
6	30 calendar days during the period of nonpay ending with the RTD or Placement in Pay Status action (5 CFR 315.201(b)(3)(ii)(A))	Career tenure due date must be adjusted	Compute a new date. Compute for completion of service for career tenure. Extend the completion date by the number of calendar days in nonpay status in excess of 30 for each period of absence.
7	6 months total in the calendar year (5 USC 6303(a) and (f) and 5 USC 8332(f))	SCD-leave must be adjusted	Add to employee's current SCD the amount of nonpay time in excess of 6 months in one calendar year. See Chapter 6.

Tables

Table 16-A: Documenting Return to Duty Actions

Rule	If RTD is from (see Note 1)	And	Then Nature of Action Code is	Nature of Action is	Authority code is	Authority is	Notes	Remarks
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR 340	1. "If RTD is From" column reflects natures of action placing an employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action. 2. Periods of Absence - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 3. When an action required by Table 15-A/rule 41 is immediately followed by an action required by Table 15-A/42 (or vice versa), a NOAC 292/RTD is not required between the two NOAC 473/Absent – Uniformed Service actions. Likewise, when an action required by Table 15-A/rule 34 is immediately followed by an action requiring a NOAC 473 (i.e., Table 15-A/rule 41 OR 42), a NOAC 292/RTD is not required between the two actions (or vice versa).	Use as many remarks as applicable
2	Absent - Uniformed Service (See notes 2 and 3)	Employee is exercising restoration rights after serving on duty with the uniformed services and such service **is not** qualifying for reservist differential (5 USC 5538)	292	RTD	Q3K	5 CFR 353		
3	Absent - Uniformed Service (See notes 2 and 3)	Employee is exercising restoration rights after serving on duty with the uniformed services and such service *is* qualifying for reservist differential regardless of whether differential is actually payable (5 USC 5538)			Q3K and QRD	5 CFR 353 and 5 USC 5538		
4		Return is directed by the Merit Systems Protection Board after employee serves on duty with the uniformed services			ALM	MSPB Directive-US		
5	Furlough	Employee is recalled to work after reduction in force furlough	292	RTD	PSM	5 CFR 351.604(d)		

Table 16-A: Documenting Return to Duty Actions, Continued

Rule	If RTD is from (see Note 1)	And	Then Nature of Action Code is	Nature of Action is	Authority code is	Authority is	Notes	Remarks
6	Furlough	Employee was furloughed for less than 30 days under circumstances not described in Rule 4	292	RTD	CGM	5 USC 552a(e)(5)	1. "If RTD is From" column reflects natures of action placing an employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action. 2. Periods of Absence - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 3. When an action required by Table 15-A/rule 41 is immediately followed by an action required by Table 15-A/42 (or vice versa), a NOAC 292/RTD is not required between the two NOAC 473/Absent – Uniformed Service actions. Likewise, when an action required by Table 15-A/rule 34 is immediately followed by an action requiring a NOAC 473 (i.e., Table 15-A/rule 41 OR 42), a NOAC 292/RTD is not required between the two actions (or vice versa).	Use as many remarks as applicable
7	Suspension							
8	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning			NYM	5 CFR 334.101		
9		Leave without pay was granted because of an on-the-job injury			Q3K	5 CFR 353		
10		Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury			AQM	MSPB Directive-Injury		
11		Leave without pay was granted for other reasons not covered in Rules 7-9			DAM	5 CFR 630.101		

Table 16-B: Remarks

Rule	If	And	Then Remark Code is	And Remark is
1	SCD-leave is adjusted due to nonpay time which is not creditable	All the nonpay time has been recorded on a SF-50	B32	Changes SCD-leave from (date) to reflect excess time in nonpay status during calendar year (year)
2		All of the nonpay time has not been recorded on a SF-50	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours
3	Due date for within-grade increase is adjusted due to nonpay time which is not creditable		P12	Eligibility date for WGI adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date)
4	Probationary (or trial) period is extended due to nonpay time which is not creditable		E05	Date for completion of probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New estimated completion date is (date)
5	Waiting period for career tenure is extended due to nonpay time which is not creditable		T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New estimated date is (date).
6	Employee received injury compensation during the nonpay time		G11	Employee paid under 5 USC 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
7	Employee is being returned to duty under 5 CFR 353 after absence due to compensable injury or duty with the uniformed services	Position and pay reflect actions effective during the period of absence	P20	Position and pay reflect the following actions effective during employee's absence: (list actions). Example: “Position and pay reflect during employee's absence: 702/Promotion, 11-20-94, to GS-202-7/1 at $22,717.00 per annum.”
8	Employee is on grade retention under 5 U.S.C 5362		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
9	Employee’s pay or step changed during period of nonpay	New pay or step were not recorded on a previous personnel action	P09	Pay or step adjusted (date) by (authority).

Chapter 17: Pay and Step Changes

(Natures of Action: 810, 818, 819, 866, 888, 890, 891, 892, 893, 894, 896, 897, 899)

Contents

1. Coverage 2
2. Use of Standard Form 52 2
3. Documenting the Personnel Action 2
4. Actions for Absent Employees 2
5. Actions for Employees with Terminating DETO Agreements 3

Job Aid 4

Instructions for Processing Personnel Actions on Pay and Step Changes 4

Tables 5

Table 17-A. Pay and Step Changes under the General Schedule 5
Table 17-B. Pay Changes Under the Senior Executive Service (SES) Pay System 10
Table 17-C. Pay and Step Changes Under Prevailing Rate Systems 11
Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in 17-A thru 17-C 13
Table 17-E. Codes and Remarks for Pay and Step Changes 17

1. Coverage

Covers the processing of pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade.

2. Use of Standard Form 52

The SF-52 is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use an SF-52 or an agency form to request actions and document approvals.

3. Documenting the Personnel Action

Usually, personnel actions for pay and step changes will use an SF-50. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of a statutory pay adjustment, the change may be made in agency data systems automatically. Each adjustment must be reported to EHRI. In addition, each salary adjustment or change must be documented in the OPF and the employee must be notified of the adjustment. Employees may be notified of the adjustment by the OPF document, or an agency issuance described in Chapter 4.

4. Actions for Absent Employees

a. Employees who are in nonpay status. Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effectuate an annual GS pay adjustment, or to establish, change, or terminate a locality payment
- pay adjustment to implement, change, or discontinue a special rate
- termination of grade retention at the expiration of the employee's 2-year period of grade retention
- pay adjustment resulting from the termination of grade retention
- within-range increase for which employee became eligible before a period of nonpay status began
- within-range increase for which employee becomes eligible during a period of nonpay status that is creditable for within-range increase purposes.

Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the [NOAC]/ RTD personnel action and enter in the Remarks section P09, “Pay or step adjusted (date) by (authority).”

b. Employees who have separated to enter on active military duty. Prepare the pay adjustment or step change SF-52, showing the date on which the action is due, and file

it in the employee's OPF. Wait to prepare and distribute the SF-50 until the employee exercises restoration rights. If the employee does not exercise restoration rights, remove and destroy the SF-52 from the OPF.

c. **Employees who have transferred to international organizations.** If the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a SF-52 to record the action. Send a copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and FEGLI deductions for the employee while the employee serves with the international organization. Note the pay or step change on the SF-52 that is used to process the reemployment action with remark P06: "Pay rate includes WGI's or other rate changes to which employee would have been entitled had the employee remained continuously in Federal service."

5. Actions for Employees with Terminating Domestic Employees Teleworking Overseas (DETO) Agreements

Employees whose DETO agreements have ended may require two General Adjustment personnel actions to move them out of DETO status, depending on the position to which the employee returns after DETO service.

Step 1: Process a General Adjustment action to document the termination of the DETO agreement (NOAC 894/LAC Z2Y) per rule 30 of Table 17-A. Use remark code P23 in accordance with rule 34 of Table 17-E.

Step 2: Determine whether the position to which the employee is placed after the DETO agreement ends would entitle them to locality pay under 5 USC 5304.

Step 3: If the employee is entitled to locality pay for the post-DETO position, process a second General Adjustment action to document the entitlement to locality pay under 5 USC 5304. Process the action in accordance with rule 23 of Table 17-A (NOAC 894/LAC VGR) and use remark code P24 in accordance with rule 35 of Table 17-E. You will need this action regardless of whether the employee's DETO pay was based on the same locality rate they receive after DETO service ends.

You may process these actions on the same SF-52/50 by documenting the Step 1 action on blocks 5A-5D of the forms and the Step 3 action on blocks 6A-6D. If you choose to use a single form to document both actions, be sure to use both remark codes P23 and P24 on the SF-50. If you process these actions on separate forms, be sure to sequence the Step 1 action before the Step 3 action on the same effective date so the employee's records reflect ongoing entitlement to locality pay under 5 USC 5304 and not DETO guidelines.

To learn more about DETO pay-setting, read OPM's guidance on Domestic Employees Teleworking Overseas.

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

Step	Action

1	Use the information below and applicable pay plan to select the NOA and authority:
	
	Pay Plan and Table Reference
	
	• GS Pay System: Table 17-A
	  • Includes employees covered by the Performance Management and Recognition System (PMRS) termination provisions of PL 103-89 (GM pay plan code), law enforcement officers at grades 3-10 (GL pay plan code), and wildland firefighters at grades 1-15 (GW pay plan code)
	  • Excludes physicians, podiatrists, and dentists receiving title 38 market pay (GP or GR pay plan code)
	• SES Pay System: Table 17-B
	• Prevailing Rate Systems: Table 17-C
	• Other Pay Systems: Table 17-D
	  • Includes General Schedule physicians, podiatrists, and dentists with GP or GR pay plan code

5	Use Table 17-E to select required remarks.
6	For additional requirements, see Chapter 4, Processing Action Instructions.
7	Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses. These dates include: — date eligible for next with-in-range increase, — grade retention expiration date, and — date on which next performance determination must be made (when with-in-range increase has been denied).

Tables

Table 17-A. Pay and Step Changes under the General Schedule

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
1	Within-grade increase based on employee's meeting length of service and performance requirements (See note 1)	Employee is not covered by the PMRS Termination Provisions of PL 103-89	893	Reg WRI	Q7M	5 CFR 531.404 (See note 6)	1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF-52/50 or on separate ones. When a single SF-52/50 is used, document the within-grade increase (NOA 893) in blocks 5A-F of the SF-52/50 and the other action in blocks 6A-F. 2. Show in "To" block of SF-52/50 the step and salary currently held by the employee. Do not show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS termination provisions of PL 103-89. Make action effective the date when the increase would have been effective. 3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of PL 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under FEPCA section 403 (GL pay plan code), and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 USC 5332a (GW pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees. 6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 USC 5362(c). 8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM, and QUB are applicable only when an employee is receiving a special rate under 5 USC 5305.	Use as many remarks as applicable
2		Employee is covered by the PMRS termination provisions of PL 103-89			Z2P	PL 103-89		
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS termination provisions of PL 103-89	888	Denial of WGI (See note 2)	Q5M	5 CFR 531.409 (See note 6)		
4		Employee is covered by the PMRS termination provisions of PL 103-89			Z2P	PL 103-89		
5	Quality increase based on employee's high-quality performance		892	Irreg. Perf Pay	RBM	5 CFR 531.501 (See note 6)		
6	Pay adjustment effective under 5 USC 5303		894	Gen Adj	QWM and ZLM	5 CFR 531.207 and (Cite EO that established new rates)		
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of employee's existing pay retention entitlement			QJP (See note 8) and ZLM	5 CFR 530.322(c) and (Cite OPM issuance that published new rates)		
8		Employee is not entitled to pay retention			QHP (See note 8) and ZLM	5 CFR 530.322(a) and (Cite OPM issuance that published new rates)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
9	Initial establishment of, or change in, special base rate for a law enforcement officer (GL pay plan code)		894	Gen Adj	ZTW	PL 101-509 Sec. 403	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of PL 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under FEPCA section 403 (GL pay plan code), and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 USC 5332a (GW pay plan code This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees 4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13. 6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 USC 5362(c). 7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 USC 5363(a). 8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 USC 5305. 11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as applicable
10	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is eligible for pay retention. (See rule 27 for an employee who meets the first condition, but not the second condition – e.g., employee ineligible for pay retention because of temporary or term appointment.) (See rule 28 in the case of an employee whose special rate entitlement is terminated due to entitlement to a higher rate of pay – e.g., locality rate becomes higher than special rate.)	Employee's existing special rate is equal to one of the rates in the new highest applicable rate range for the employee's grade or level	899	Step Adj	QKP **(See note 8)** and ZLM	5 CFR 530.323 and (Cite OPM issuance that published new rates)		
11		Employees' existing special rate is greater than the maximum rate of the new highest applicable rate range for the employee's grade or level (i.e., converted to retained rate equal to special rate)			QMP **(See note 8)** and ZLM	5 CFR 530.323 and (Cite OPM issuance that published new rates)		
12		Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level.	890	Misc Pay Adj	QLP **(See note 8)** and ZLM	5 CFR 530.323 and (Cite OPM issuance that published new rates)		
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc Pay Adj	QUA and QUM	5 CFR 531.241 and 5 CFR 531.242		
14	Employee's position is brought under GS **(See note 4)**				ZLM	(Cite Law, EO, or Regulation that brought position under the General Schedule) and **(See notes 6 and 7)**		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
15	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 USC 5362	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of PL 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under FEPCA section 403 (GL pay plan code), and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 USC 5332a (GW pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees 11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
16		Employee is entitled to a retained rate under pay retention			VRJ	5 USC 5363		
17		Employee is entitled to a rate of basic pay that is equal to or higher than the employee's existing rate, which rate can be accommodated within the range of the employee's grade						
18	Termination of grade retention with no further grade or pay retention entitlement	Employee declined a reasonable offer			VNJ	5 USC 5362(d)(3)		
19		Employee elected to terminate benefits			VPL	5 USC 5362(d)(4)		
20		Employee failed to comply with agency's priority placement program's requirements			RLM	5 CFR 536.207(b)(2)		
21	Termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 USC 5363(e)(2)		
22	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 USC 5363(e)(2) **(See note 11)**		894	Gen Adj	ZLM	(Cite Law, EO, or Regulation that authorizes the action)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
23	Establishment, change in percentage, or termination of locality-based comparability payment. **(See note 11)**		894	Gen Adj	VGR	5 USC 5304	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of PL 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under FEPCA section 403 (GL pay plan code), and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 USC 5332a (GW pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees. 8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 USC 5305. 11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
24	Establishment, change in percentage, or termination of supervisory differential		810	Chg in Diff	VPH	5 USC 5755		
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	5 CFR 550.151		
26	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 USC 5545a		
27	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is not eligible for pay retention (e.g., employee with temporary or term appointment)	Employee is not entitled to pay retention under 5 CFR 536	894	Gen Adj	QLM **(See note 8)** and ZLM	5 CFR 530.323(c) and (Cite OPM issuance that published new rates)		
28	Employee's special rate is terminated because the employee is entitled to a higher rate of basic pay (e.g., locality rate surpasses special rate.) (see 5 USC 5305(h)) It is possible that the special rate range or schedule that formerly applied to employee may be discontinued at the same time. However, rules 10-12 and 27 do not apply, since the special rate is not the employee's highest pay entitlement.	Special rate is terminated because the employee is entitled to a higher rate of basic pay			QUB **(See note 8)** and ZLM	5 CFR 530.303(d) and Other citation (Law, E.O, Reg.)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
29	An adjustment in employee's basic rate of pay that is not described in rules 1-28 (e.g., GS pay increases under maximum payable rate rule; adjustments resulting from a change in employee's pay system, etc.)		890	Misc Pay Adj	ZLM	(Cite authority for the adjustment) **(See notes 6 and 7)**	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of PL 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under FEPCA section 403 (GL pay plan code), and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 USC 5332a (GW pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees. 6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 USC 5362(c). 7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 USC 5363(a). 9. Refer to OPM guidance: DETO. 10. As PL 117-263 Sec. 9717 changes the authority under which DETO employees receive locality pay, NOAC 894/LAC Z2Y must be used to process the action, regardless of whether the locality payment amount changes or remains the same. 11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
30	Establishment, change in percentage, or termination of overseas locality payment for DETO **(See note 11)**		894	Gen Adj	Z2Y	PL 117-263 Sec. 9717 - DETO Locality Payment **(See notes 9 and 10)**		
31	Establishment of, or change in, special base rate for wildland firefighters (GW pay plan code)		894	Gen Adj	ZJN	5 USC 5332a		

Table 17-B. Pay Changes Under the Senior Executive Service (SES) Pay System

Rule	If Basis for Action Is	Then Impact to SES 12-Month Rule Is	Then NOAC Is	NOA Is	Auth Code	Authority Is	Notes	Remarks
1	Performance-based pay increase provided through regular application of agency's annual appraisal and pay adjustment cycle (e.g., under 5 CFR 534.404(d) or 534.404(e)(1))	Begins a new 12-month period for SES member	891	Reg Perf Pay	Q3A	(Cite appropriate law, EO, or regulation that authorizes the action) **(See note 2)**	1. If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at an earlier time. 2. Increases in senior executive pay must be based on the employee's performance and/or contribution to the agency's performance, as determined by the agency through the administration of its performance management system for its senior executives (5 CFR 534.401; 5 CFR 430.312(a)). 4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.	Use as many remarks as are applicable
2	Performance-based pay increase that is not covered by Rule 1 and begins a new 12-month period for the SES member (e.g., under 5 CFR 534.404(c)(4) or 534.404(i))	If within 12 months of last pay adjustment, requires agency head or oversight official to approve exception	892	Irreg Perf Pay	Q3B	(Cite appropriate law, EO, or regulation that authorizes the action) **(See note 2)**		
3	An increase provided under 5 CFR 534.404(b)(4) which does not exceed the amount necessary to maintain relative position of executive's pay rate within the SES rate range and is not considered a pay adj for purposes of the 12 month rule.	Does not require an exception or affect an ongoing 12-month period	890	Misc Pay Adj	Q3C	5 CFR 534.404(b)(4) **(See note 2)**		
4	Other pay increase that is not considered a pay adjustment for purposes of the 12-month rule (e.g., under 5 CFR 534.404(c)(3), 534.404(f), or 534.406(c))	Does not require an exception or affect an ongoing 12-month period			Q3D	(Cite appropriate law, EO, or regulation that authorizes the action)		
5	Reserved							
6	Rate reduction for performance or disciplinary reasons (i.e., under 5 CFR 534.404(b)(6))	Does not require an exception or affect an ongoing 12-month period	897	Pay Reduct	Q3F	5 CFR 534.404(b)(6)		

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
1	Receives a within-grade increase		893	Reg WRI	VUL	5 USC 5343(e)(2)	1. Be sure to change the step to "00" and to change the Pay Rate Determinant (PRD). 2. If employee is entitled to grade retention, VLJ/5 USC 5362(c) may be cited as the second authority. 3. If employee is entitled to pay retention, VSJ/5 USC 5363(a) may be cited as the second authority.	Use as many remarks as are applicable
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		890	Misc Pay Adj	FEM	5 CFR 532.405		
3	Occupies a position in a wage area that is consolidated with another wage area		894	Gen Adj	FTM	5 CFR 532.415(a)		
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	5 CFR 532.251		
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	5 CFR 532.253		
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (See note 1)	FNM	5 CFR 532.415(c)		
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	890	Misc Pay Adj	RJR	5 CFR 536.304 (b)(1)		
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to results of an annual wage survey)		894	Gen Adj	FNM	5 CFR 532.415(c)		

Table 17-C: Pay and Step Changes under Prevailing Rate Systems, Continued

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 USC 5362	2. If employee is entitled to grade retention, VLJ/5 USC 5362(c) may be cited as the second authority. 3. If employee is entitled to pay retention, VSJ/5 USC 5363(a) may be cited as the second authority.	Use as many remarks as are applicable
10		Employee is entitled to a retained rate under pay retention			VRJ	5 USC 5363		
11		Employee is entitled to a rate of basic pay that is equal to or higher than their existing rate, which rate can be accommodated within the range of the employee's grade						
12	Is subject to termination of grade retention because employee declined a reasonable offer				VNJ	5 USC 5362(d)(3)		
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 USC 5362(d)(4)		
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	5 CFR 536.207(b)(2)		
15	Is subject to termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 USC 5363(e)(2)		
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 USC 5363 (e.g., see 5 USC 5363(e)(2))		894	Gen Adj	ZLM	(Enter Law, EO, or Reg.)		
17	Has rate of basic pay adjusted as a result of the termination of grade retention		890	Misc Pay Adj	(Enter code used for the 866/ Term of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)		
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter Law, EO, or Reg. that adjusted pay)		

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A through 17-C

NOTE: This includes General Schedule physicians, podiatrists, and dentists with pay plans GP or GR who receive Title 38 market pay.

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
1	General market or structural pay adjustment (including employee pay adjustment linked to rate range adjustment; labor market adjustment; and establishment of or adjustment to basic pay supplement based on location, occupation, or other factors)	**(See notes 2 and 5)**	894	Gen Adj	ZLM	(Enter Law, EO, or Reg).	2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment. However, if a zero pay adjustment at the time of an increase in the pay range minimum causes an employee's rate of basic pay to fall below that range minimum, an 800 action must be processed to document the change to pay rate determinant code "T", consistent with rule 7 of Table 28-A in Chapter 28 (refer to the note for guidance on documenting zero pay adjustments for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions). 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or 534.508(d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.	Use as many remarks as are applicable

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
2	Within-range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successful or higher get the same within-range increases on the same regular cycle **(See note 3)**	893	Reg WRI	ZLM	(Enter Law, EO, or Reg.)	3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. **(Also see note 4)**. 4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increase on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero-pay adjustments meeting the requirement of 5 CFR 534.507(a)(2).	Use as many remarks as are applicable

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
3	Performance-based pay increase provided on a regular cycle (e.g., annual, certain zero pay adjustments for SL and ST employees, etc.) **(See note 4)**	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher	891	Reg Perf Pay	Q3A	(Cite appropriate law, EO, or regulation that authorizes the action)	4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero pay adjustments meeting the requirement of 5 CFR 534.507(a)(2). 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.	Use as many remarks as are applicable
4	Performance-based pay increase provided on an irregular basis **(See note 5)**		892	Irreg. Perf Pay	Q3B	(Cite appropriate law, EO, or regulation that authorizes the action)		

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
5	Base pay increase for a group of employees in recognition of group performance/contributions		896	Group Inc	ZLM	(Enter Law, EO, or Reg)	1. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 USC 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 USC 5372a; for administrative appeals judges (pay plan AA), the authority is 5 USC 5372b; and for administrative law judges (pay plan AL), the authority is 5 USC 5372. For employees in positions under other pay plans, cite the authority that established the pay plan. 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or 534.508(d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee. 6. Refer to OPM guidance: DETO. 7. As PL 117-263 Sec 9717 changes the authority under which DETO employees receive locality pay, NOAC 894/LAC Z2Y must be used to process the action, regardless of whether the locality payment amount changes or remains the same. 8. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
6	Reduction in an employee's base rate of pay within a salary range based on unacceptable performance and/or conduct		897	Pay Reduction	ZLM	(Enter Law, EO, or Reg)		
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	(Enter Law, EO, or Reg)		
8	Other miscellaneous pay adjustment not covered by rules 1-7 above **(See notes 1 and 5)**		890	Misc Pay Adj	ZLM	(Enter Law, EO, or Reg)		
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 USC 5545a		
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	5 CFR 550.151		
11	Establishment, change in percentage, or termination of overseas locality payment for DETO **(See notes 6, 7, and 8)**		894	Gen Adj	Z2Y	PL 117-263 Sec. 9717 - DETO Locality Payment		

Table 17-E. Codes and Remarks for Pay and Step Changes

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
1		Action is a within-grade increase (WGI)		P14	Work performance is at an acceptable level of competence.	
2			The amount of time the employee was in nonpay status requires that the due date for the WGI be set back	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.	
3			Granted to an employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.	
4		Action is a quality step increase	Granted to a GS employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.	
5		Decision is made to withhold WGI to GS employee	Employee **is not** entitled to grade retention	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].	
6			Employee **is** entitled to grade retention	X47	Action denies within-grade increase to step [number] of employee's retained grade.	
7		Decision is made to withhold WGI to GM employee		P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.	
8		Action is an 890/Misc Pay Adj or 894/Gen Adj	Employee is entitled to **pay** retention	X40	Employee is entitled to pay retention.	
9			Employee is entitled to **grade** retention	X44	Employee is entitled to grade retention	
10		Employee is entitled to grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].	
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
				X61	Retained grade will not be used for reduction-in-force purposes.	
11		Employee is entitled to pay retention		X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.	
12		Action terminates employee's entitlement to grade retention Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].	
13			Employee elected to terminate grade retention entitlement	X39	Employee elected to terminate grade retention entitlement.	

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
14		Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	
15			Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.	
16			No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
17			Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.	
18			Employee entitled to begin another period of grade retention	X37	Employee is entitled to retain grade of [pay plan and grade] through [date].	
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
				X61	Retained grade will not be used for reduction-in-force purposes.	
19		Employee becomes entitled to pay retention	Initial retained rate is equal to applicable cap - 150% of maximum rate for grade to which assigned or level IV of Executive Schedule	X41	Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates - 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule.	
20		Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 USC 5363(e)(2))	X42	Pay retention entitlement terminated.	
21		Action is terminating pay retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	
22		Employee is being paid a special rate established under 5 USC 5305		P05	Special rate under 5 USC 5305.	
23				P07	Special rate table (rate table).	

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
24		Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay, which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.	
25			Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of ($).	
26		Total salary includes availability pay		P99	Salary in block 20 includes availability pay of ($).	
27		Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of ($).	
28		Action is an 894/Gen Adj	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B) instead of locality payment.	
29			Rule 28 does not apply	P92	Salary includes a locality-based payment of (%) (in block 20B).	
30		Employee is subject to the post-employment restrictions under 18 USC 207(c).		M97	Employee subject to post-employment restrictions under 18 USC 207(c).	
31		Employee is a GS law enforcement officer entitled to special base rate at grades 3 through 10 (GL pay plan code)		P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.	
32	Establishment, change in percentage, or termination of overseas locality payment for a DETO	Employee is commencing a temporary assignment working under a DETO agreement	Employee is commencing to receive DETO locality pay	P21	Employee is commencing a temporary assignment working under DETO Agreement and commencing to receive DETO locality pay per PL 117-263 Sec. 9717.	
33		The percentage amount of the DETO locality payment is changing due to (1) a change in the locality pay percentage for the employee's former U.S. location, (2) a change in the DC locality pay percentage, or (3) a change in relationship between locality pay in the former U.S. location and locality pay in DC (i.e., a change in which one of those rates is lesser)	Rate of pay needs to be adjusted due to locality changes	P22	Employee's DETO locality payment has been adjusted due to changes in the payable locality pay percentage.	

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
34	Establishment, change in percentage, or termination of overseas locality payment for DETO	The overseas locality payment for a DETO is terminated for any reason. **(See note 1)**		P23	Employee is no longer entitled to locality pay in connection with a DETO Agreement.	1. See Section 6 of this chapter. If processing two General Adjustment actions, you may need to use both remark codes P23 and P24.
35		When an employee becomes entitled to locality pay upon the termination of their DETO agreement (processed as NOAC 894/LAC Z2Y) **(See note 1)**		P24	Employee is entitled to locality pay under 5 USC 5304.	
36	Return to In-Person Work	Change in pay due to Return to In-Person Work effective 1/20/2025		N50	Change in pay due to Return to In-Person Work status.	
37	The employee is a wildland firefighter (5 USC 5545c)	Employee is a GS wildland firefighter entitled to special base rate at grades 1 through 15 (GW pay plan code)		P31	Basic pay in block 20A is wildland firefighter special base rate, which is higher than normal GS rate.	

Chapter 18: Exceptions to Reduction in Force Release
(Nature of Action: 755)

Contents

1. Coverage 2
2. Documentation/Instructions 2

Tables 3

Table 18-A. Documenting Exceptions to Reduction in Force Release 3
Table 18-B. Remarks 4

1. **Coverage**

    a. Covers the temporary exception to the order of release from a competitive level in a reduction in force (RIF). Occurs when an agency will release a competing employee from a competitive level while retaining in that level another competing employee with lower retention standing only as authorized under 5 CFR 351. The agency will process an "Exception to RIF Release" for the employee for whom the exception is made.

    b. This chapter does not cover:

        i. RIF separation as an exception to RIF release (use Chapter 31).

        ii. Retirement as an exception to RIF release (use Chapter 30).

2. **Documentation/Instructions**

    a. SF-52/50. Use of the SF-52/50 to process this action is optional. Follow your agency's instructions. Agencies may use the SF-50 or some other method to notify the employee of this action (See Chapter 4).

    b. Official Personnel Folder. This action is not authorized for long-term documentation in the OPF. See the GPR for guidance.

    c. Additional requirements. See Chapter 4 for processing action instructions

        i. Determine the effect on health insurance coverage when LWOP is granted by following instructions in the FEHB Handbook.

        ii. If the employee will be in nonpay status for more than 7 consecutive days, issue the employee a completed SF-8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.

    d. Enterprise Human Resource Integration. These actions are reported to EHRI.

Tables

Table 18-A. Documenting Exceptions to Reduction in Force Release

Rule	If the employee is retained	And the reason is	Then the NOAC is	Nature of Action is	Authority Code is	Authority is	Remark Code is (See Note 1)	Notes	Remarks
1	On Sick Leave at agency's discretion		755	Exception to RIF Release	PTR	5 CFR 351.608(d)	M91	1. See Table 18-B to translate codes into actual remarks. 2. First retirement eligibility is when the employee becomes eligible for an immediate annuity under optional or discontinued service retirement, whichever occurs first. 3. Liquidation situation exists when an agency will abolish all positions in a competitive area within 180 days.	Use the remark listed here and use as many remarks on Table 18-B as applicable
2	On Annual Leave at agency's discretion (agency is *not* covered by 5 USC 63)	To reach first retirement eligibility **(See Note 2)**			PTT	5 CFR 351.608(e)(1)	M90		
3		To establish first eligibility to carry health benefits into retirement			PTS	5 CFR 351.608(e)(1)			
4	On Annual Leave authorized as a mandatory exception (agency *is* covered by 5 USC 63)	To reach first retirement eligibility **(See Note 2)**			PTP	5 CFR 351.606(b)			
5		To establish first eligibility to carry health benefits into retirement			PTU	5 CFR 351.606(b)			
6	In duty, leave without pay, or leave status for up to 90 days	To continue an activity without undue interruption			PTM	5 CFR 351.608(b)	M92		
7		For other reasons when a higher standing employee is not affected			PTK	5 CFR 351.608(f)			
8	In duty, leave without pay, or leave status	To enable the agency to satisfy a Government obligation	755	Exception to RIF Release	PTL	5 CFR 351.608(c)	M92		
9	To satisfy rights following restoration after military service				PTJ	5 CFR 351.606(a)			
10	For more than 90 days to avoid undue interruption				PTH	5 CFR 351.607			
11	In a liquidation situation: employees are released without regard to service date **(See Note 3)**				PTG	Cite specific authority for action (i.e., 5 CFR 351.605, or an agency specific authority)	M93		

Table 18-B. Remarks

Rule	If Code is	Then Remark is
1	B40	Health benefits coverage will continue for up to 365 days in nonpay status unless you cancel your enrollment. You are liable for your full share of premiums for this period. Payments should be made to your agency during your nonpay status or when you return to duty.
2	M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage).
3	M91	Employee retained on sick leave past RIF separation date of (date) until (new separation date).
4	M92	Employee retained past RIF effective date of (date) until (new separation date) to (enter reason).
5	M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).

Chapter 19: Continuance Not to Exceed (NTE)
(Nature of Action: 750)

Contents

1. Coverage....2
2. Instructions....2
Tables....3
Table 19-A. Documentation of Continuances....3

1. **Coverage**

   a. Actions documenting a waiver from mandatory separation; and the extension of the NTE date of a previous waiver.

   b. Mandatory separation is explained in 5 USC 8335, 8425 and 22 USC 4052. Table 19-A lists the groups of employees who are subject to it.

   c. This chapter does not cover situations where an employee is reemployed immediately after retirement (use Chapter 30). Follow instructions in the appropriate appointment chapter to document a subsequent appointment action.

2. **Instructions**

   a. The effective date is the following date on which the employee would otherwise be mandatorily separated or the date following the NTE date of the previous continuance. The NTE date is the date specified in the OPM or agency order which approves the continuance.

   b. Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include an NTE date for continuance, or a date eligible for within-grade increase.

   c. For additional processing action instructions, see Chapter 4.

Tables

Table 19-A. Documentation of Continuances

Rule	If the employee is	Then the Continuance Must be Approved by the	Nature of Action Code Is	Nature of Action Is	Legal Authority Code Is	And Legal Authority Is	Notes	Remarks
1	An Air Traffic Controller employed by the Department of Transportation who is under age 61	Secretary of Transportation	750	Continuance NTE (date)	UNM	(Cite agency document or order approving the continuance and its date)	1. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58),	
2	An Air Traffic Controller employed by the Department of War who is under age 61	Secretary of Defense						
3	A law enforcement officer or firefighter who is under age 60	Head of agency						
4	An Air Traffic Controller age 61 or older, or a firefighter age 60 or older	OPM			AUM	(Cite OPM letter and date approving the continuance)		
5	Covered by the Foreign Service Retirement and Disability System	Secretary of State			UFM	Foreign Service Act of 1980		
6	A Nuclear Materials Courier employed by the Department of Energy who is 57 or older	Secretary of Energy			UGM	FY 99 National Defense Authorization Act, effective 10/17/98		
7	A Customs and Border Protection Officer employed by the Department of Homeland Security and first appointed under PL 110-161 Sec. 535 after July 5, 2008, who is under age 60	Secretary of Homeland Security			UEM	(Cite agency document or order approving the continuance and its date)		

Chapter 20: Name Change
(Nature of Action: 780)

Contents

1. Coverage 2
2. Rules on Processing 2
3. Use of the Standard Form 52 2
4. Instructions 2

Table 3

Table 20-A. Name Change 3

1. **Coverage**

   Explains when and how to change the name documented on employee personnel records. For correcting errors in the current name, use Chapter 32.

2. **Rules on Processing**

   a. **Mandatory changes.** The employing agency must accept and process an employee's request for a name change action when a change occurs due to:

      i. marriage; or

      ii. court action (e.g., divorce or legal name change).

   b. **Optional Changes.** The agency has no obligation to process a name change that does not result from the actions listed in 2(a). It may accept and process a request only when the following conditions are met:

      i. the laws of the employee's state of residence do not expressly provide a name change that can be accomplished only by court action;

      ii. the agency has no reason to believe the name change is being made by the employee with the intention of fraud or deceit; and,

      iii. the employee expects to use the new name on all employment-related records, including social security.

   c. **Acceptable proof (documentation).** The agency may accept any document that gives reasonable assurance of the appropriateness of the action. When documentation is retained to support the name change, special care must be taken to exclude sensitive personal information (e.g., divorce decrees detailing property settlements or parental visitation arrangements).

3. **Use of the SF-52**

   Although a Request for Personnel Action is needed as the input document for many actions, its use for a name change action is optional. The employee may submit a SF-52 or a memorandum for the request.

4. **Instructions**

   a. Confirm the employee has reported the name change to the Social Security Administration (SSA) before the action is processed. Since a new Social Security number (SSN) card may not be issued prior to the processing of the name change action, an agency may accept the employee's assurances SSA was notified.

b. The effective date for a name change is to be the date on which the SF-50 is prepared or any date the agency chooses, as long as it is no earlier than the event date for the basis of the change (marriage, divorce, etc.).

c. For additional processing action instructions, see Chapter 4.

d. If the action is due to a change in marital status:

i. Refer to 5 CFR 890, the employee may be eligible to make a change in health benefits. If eligible, advise the employee on agency procedures for making a change in coverage.

ii. Refer to 5 CFR 870(E), the employee may be able to make a change in life insurance. If eligible, advise the employee on agency procedures for making a change in coverage.

iii. If the employee is already enrolled in a health benefits plan, advise the employee on agency procedures for changing the name with the health plan carrier.

iv. Advise the employee to review any designations of beneficiary filed under the previous name as processing the SF-50 does not update beneficiary forms.

Table

Table 20-A. Name Change

Rule	If employee	Then NOAC is	NOA is	LAC is	Legal Authority is	Notes
1	Has a Name Change	780	Name Change from (enter previous name)	CGM	5 USC 552a(e)(5)	If the processing system cannot accommodate the previous name in block 5-B, type in "see remark." In the Remarks Section of the SF-50 type in "Previous name was (enter the previous Last name, First name MI.").

Chapter 21: Realignment and Mass Transfer

(Nature of Action: 132, 790)

Contents

1. Coverage 2
2. Use of the List Form of Notice 2
3. Use of Agency Notices 2
4. Office that Issues the Standard Form 50 or List Form 2
5. Filing 2

Job Aid 3

Instructions on Processing for Realignment and Mass Transfer 3

Table 5

Table 21-A. Documenting Realignments and Mass Transfers 5

1. **Coverage**

    a. Realignment actions taken by the gaining agency to affect a mass transfer of appointments.

    b. This chapter does not cover:

        i. Actions taken by the losing agency in a mass transfer (see Chapter 31);

        ii. A movement of employee and employee's position to a new duty station when the move is *not* the result of a transfer of function or an organization change (e.g., when move is a part of a rotation program or the result of the agency moving to a different building in a different city in the same commuting area) (see Chapter 23); or

        iii. An assignment of a different agency management or budget code to the employee's organization or changing the name of the organization to which the employee is assigned, when no change in the function or in the employee's position, grade, salary, location, or agency code, occurs. These changes are not reported to OPM and can be documented with an agency 900-series NOA.

2. **Use of the List Form of Notice**

    When a large number of employees are being affected by a realignment or mass transfer, refer to Chapter 4 for list form instructions.

3. **Use of Agency Notices**

    Agencies may use any method to notify the employee. For guidance, see Chapter 4.

4. **Office that Issues the Standard Form 50 or List Form**

    a. **Realignment.** The gaining office issues the notification.

    b. **Mass Transfer.** The gaining office issues the notification. The losing agency issues the SF-50 or list form for Termination—Appt in (agency) as required by Chapter 31.

5. **Filing**

Check the GPR to decide if any of the documents submitted with, or created in connection with, the change should be in the employee's OPF. Follow your agency's instructions to dispose of those not filed.

Job Aids

Instructions on Processing for Realignment and Mass Transfer

Step	Action
1	Review the document that authorizes the realignment or mass transfer to determine which employees are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office.
2	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
3	If employee is moved to an area not covered by their health benefits plan, employee may change enrollment. (See SF-2809) Follow instructions in the FEHB Handbook
4	Issue and distribute the list form to document the action.
5	When the Personnel Office, Payroll Office, or both change, complete the following additional actions. *Personnel Office Changes:* • Request the employee's Official Personnel Folder from the losing personnel office. When it arrives, file any documents submitted with, or created in connection with, the action, as appropriate. *Payroll Office Changes:* • If health benefits coverage continued, following instructions in the FEHB Handbook.
6	For additional requirements, see Chapter 4, Processing Action Instructions.

Table

Table 21-A. Documenting Realignments and Mass Transfers

Rule	If	And employee is	Then NOAC is	NOA is	Authority Code is	Authority is	Remark Code is	Remark is	Notes	Remarks
1	The agency changes	Serving on a Senior Executive Service Career Appointment	132	Mass Transfer	V6M	5 USC 3395 (a)(1)(b)			1. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Reserved
2		Serving an appointment not described in Rule 1			ZLM	(Enter Law, Executive Order, Presidential Reorganization Plan, etc., that authorized the action.)				
3	The agency does not change	Serving on a Promotion NTE (date)	790	Realignment	UNM	(Cite the agency letter, memo, directive, or order that authorized the action.) **(See note 1)**	M23	Continues 703 Promotion NTE (date).		
4		Serving on a Position Change NTE (date)					M24	Continues 741 Psn Change NTE (date).		
5		Rules 3 and 4 do not apply								

Chapter 22: Change in Federal Employees' Group Life Insurance and Election of Living Benefits
(Nature of Action: 805, 806, 881)

Contents

1. Coverage 2
2. Insurance Forms 2
3. Effective Dates 2
4. Instructions 2

Tables 3

Table 22-A. Documenting Change in Federal Employees Group Life Insurance and Election of Living Benefits 3

Table 22-B. Remarks to be Shown on Standard Form 50 3

1. Coverage

Covers a change in Federal Employees' Group Life Insurance (FEGLI) coverage (employee's life insurance) when no other change takes place on the same date; and election of full or partial living benefits by a terminally ill employee who wants to receive their basic benefits while they are still living, rather than having them paid to a beneficiary or survivor upon their death.

a. See 5 CFR 870 and the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices (FEGLI Handbook), for additional information on life insurance coverage.

2. Insurance Forms

a. SF-2817, Life Insurance Election. Used to elect, change, waive, or drop FEGLI coverage. Check the FEGLI Handbook to be sure the employee is eligible to make the election or change and to identify any other forms required.

b. FE-8C, Explanation of Benefits. Used to document approval of the employee's claim for Living Benefits. The Office of FEGLI sends the FE-8C to the personnel and payroll offices when the employee cashes or deposits the benefits check.

3. Effective Dates

Refer to the FEGLI Handbook to determine the effective date of a FEGLI election, cancellation, or termination. For an election of Living Benefits, the effective date is the date shown in remarks on the FE-8C.

4. Instructions

a. See Chapter 4 for processing action instructions.

Tables

Table 22-A. Documenting Change in Federal Employees' Group Life Insurance and Election of Living Benefits

Rule	If Employee	NOA Code is	NOA is	Authority Code is	Authority is	Notes	Remarks
1	Elects, changes, waives, or drops FEGLI coverage	881	Change in FEGLI	DPM	5 USC 87		See Remarks
2	Elected full Living Benefits	805	Elected Full Living Benefits				
3	Elected partial Living Benefits	806	Elected Partial Living Benefits				

Table 22-B. Remarks to be Shown on Standard Form 50

Rule	If	And	Remark Code is	And Required Remark is	Notes
1	Employee's new FEGLI code is **other than** "A" or "B"	Employee's work schedule is part-time	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20. However, Basic Life insurance coverage is always at least $10,000.	
2	Employee loses coverage because work schedule changes to intermittent		B46	SF-2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).	
3	Employee loses coverage because they have been in nonpay status for 12 months				
4	Employee has elected full Living Benefits		B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is $00.00.	
5	Employee has elected partial Living Benefits		B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.	

Chapter 23: Change in Duty Station
(Nature of Action: 792)

Contents

1. Coverage 2
2. Determining Location of Work Site 2
3. Instructions 2

Table 3

Table 23-A. Change in Duty Station Nature of Action and Legal Authority 3

1. **Coverage**

    a. Covers a change in an employee's official duty station. A change in duty station occurs when an employee's current work site or station is moved to a new geographic location (e.g., city, county, state) and no other change occurs.

    b. This chapter does not cover:

        i. a change in the geographical location of the organization to which the employee is assigned when the employee's work site or station does not change (e.g., when the area office to which the employee is assigned moves from New York City to Philadelphia, but the employee's work site remains in Trenton, NJ);

        ii. a change in duty station when an employee's work site or station is moved to a new geographic location that causes the locality pay to change (see Chapter 17 for processing a change in pay).

        iii. a change that results when an employee leaves one position in the agency to accept another position in that agency (see Chapters 9 through 14);

        iv. a change in organizational relationships, such as when an employee's position is moved from branch A to branch B, or when the branch to which the employee is assigned is moved from Division C to Division D, with no change occurring in the employee's position title, grade, series, duties, or responsibilities (see Chapter 21); or

        v. a change in the ceiling or personnel "slot" against which the employee is assigned, with no change occurring in the employee's position, title grade, series, duties, or responsibilities. Use a 900-series nature of action to document such a change.

2. **Determining Location of Work Site**

The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs duties. For those employees with no fixed work site or whose work site crosses county or state lines, the duty station will be determined by the employing agency.

3. **Instructions**

    a. Review the documentation authorizing the change in Duty Station.

    b. Enter the employee's **new** duty station and code in blocks 38 and 39 of the SF-52. No remarks are required.

c. The employee may change their health benefits plan enrollment if the employee is moving to an area not covered by his or her current plan. Provide an SF-2809 to the employee and follow the FEHB Handbook instructions.

d. For additional processing action instructions, see Chapter 4.

e. If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.

Table

Table 23-A. Change in Duty Station Nature of Action and Legal Authority

NOA	NOAC	LAC and Authority	Notes	Remarks
Change in Duty Station	792	UNM/(Agency directive or administrative order authorizing the change)	Use secondary LAC2 Z3Z – Presidential Return to In-Person Work Dated 1/20/2025	Q97 – Use when there is: a change in duty station due to Return to In-Person Work status, no change in pay.

Chapter 24: Change in Work Schedule/ Change in Hours
(Nature of Action: 781, 782)

Contents

1. Coverage 2
2. Instructions 2

Tables 3

Table 24-A. Actions Required to Document Change 3
Table 24-B. Documenting Change in Work Schedule and Change in Hours 4
Table 24-C. Remarks 5

1. **Coverage**

   Covers a change in work schedule or the time basis on which an employee is paid. (e.g., change between seasonal and non-seasonal work schedules); and a change in the total number of hours a part-time employee is scheduled to work.

2. **Instructions**

   a. When the employee is changing from intermittent to full-time or part-time:

      i. As a result of the new work schedule and if the employee had FICA coverage (retirement code 2), check Chapter 10 of the CSRS and FERS Handbook to determine if employee will be covered. If retirement coverage changes, use Chapter 28 to document an 803, Change in Retirement Plan. Document the 803 action in blocks 6A-6D and 45 of the change in work schedule action **or** on a separate SF-50.

      ii. As a result of the new work schedule, check the FEGLI Handbook to determine if employee will be eligible for FEGLI coverage. If so, follow instructions in the Handbook to advise the employee on entitlements and options. Use Chapter 28 to document an 881, Change in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Change in Work Schedule action **or** on a separate SF-50.

   b. For additional processing action instructions, see Chapter 4.

Tables

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

Rule	If	And	Then	And	Notes	Remarks
1	Work schedule changes from **full-time** to part-time or intermittent or from **part-time** to intermittent or full-time	No other action is effective on the same date such as a return to duty, conversion, or reassignment	Process the change in work schedule action, showing the new work schedule in block 32 of the SF-52/50.	If the new work schedule code is P, Q, S, or T, enter the total hours the employee will work per bi-weekly pay period in block 33.	1. Check the FEGLI Handbook to determine if the intermittent employee, who is expected to return to a full-time or part-time schedule, loses FEGLI coverage. If so, follow instructions in Chapter 22 to process a "Change in FEGLI" action and to document the employee's entitlement to convert to an individual policy (nongroup contract).	Use as many remarks as applicable
2	Work schedule changes from **intermittent** to full-time or part-time		Process a change in work schedule action. Enter 781/Chg in WS and "VXM/ 5 USC 6101" in blocks 5A-5D. Enter the new work schedule code in block 32.	Enter the new service computation date in block 31 and Remark B31 in Part F of the SF-52 or block 45 of the SF-50. If new code is P, Q, S, or T, enter in block 33 the total hours employee per bi-weekly pay period.		
3	Work schedule changes from **full-time** to part-time or intermittent or from **part-time** to intermittent or full-time **(see Note 1)**	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate SF-50.	Enter the new work schedule code in block 32 of Part F of the SF-52 or block 45 of the SF-50. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.		
4	Work schedule changes from **intermittent** to full-time or part-time	Another action is effective on the same date such as a return to duty, conversion, or reassignment	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate SF-50.	Enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the SF-52 or block 45 of the SF-50. If the new work schedule code is P, Q, S, or T, enter the total hours employee will work per bi-weekly pay period in block 33.		
5	There is a change in the **number of hours per week** that an employee is scheduled to work		Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate SF-50. Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the SF-52.	Enter in block 33 the total hours employee will work per bi-weekly pay period.		
6		No other action is effective on the same date such as a return to duty, conversion, or reassignment	Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the SF-50			

Table 24-B. Documenting Change in Work Schedule and Change in Hours

Rule	If	And the	And the	And the action	Then NOAC Is	NOA Is	Authority Code Is	Authority Is	Remarks
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 USC 6101	Use as many remarks as are applicable
2			Change is NOT requested by the employee	Is a management-initiated change in work schedule from full-time to other than full-time in lieu of RIF separation			RAH	5 CFR 351.704(a)(2)	
3				Does not meet the action described in Rule 2 above			VXM	5 USC 6101	
4		Total number of work hours increases or remains the same							
5	The employee's work schedule is part-time (code “P,” “Q,” “S,” or “T”)	Total number of work hours changes			782	Chg in Hours			
6	The employee's work schedule is less than 130 hours in a calendar month, or the employee is expected to work at least 130 hours in a calendar month but for less than 90 days.	Total number of work hours changes, and the employee is expected to work at least 130 hours in a calendar month for at least 90 days.	Appointment is temporary, seasonal, or the employee has an intermittent work schedule	Means the employee is eligible for health benefits			VXP	5 CFR 890.102(j)-(k)	

Table 24-C. Remarks

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (See Notes 1 and 2)	1. If this information is not available when the SF-50 is issued, issue a correction action later when the information is available. 2. Follow instructions in Chapter 6 to convert hours worked to months and days of service credit. SF-50 remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (See Note 1)	
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (See Note 1)	
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (See Note 1)	
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer, or is employed by the Bureau of Labor Statistics as an economic assistant	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.	
6	The expectation for total number of hours employee is scheduled to work increases to at least 130 hours in a calendar month and employee is expected to work at least 90 days or the total number of hours an employee actually works increases to at least 130 hours in a calendar month and employee works for at least 90 days	Employee is temporary, seasonal, or intermittent	B08	Eligible for health benefits.	
7	Work schedule is changed to part-time	Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR 340)	B45 and B43	You may change your health benefits enrollment within 60 days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF-50. However, Basic Life insurance coverage is always at least $10,000.	
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20	Action at employee's request.	

Chapter 25: Reserved

Chapter 26: Change in Tenure Group
(Nature of Action: 880)

Contents

1. Coverage 2
2. Instructions 2

Figure 3

Figure 1. Tenure Group Definitions 3

Table 4

Table 26-A. Change in Tenure Group 4

1. Coverage

Covers a change in tenure group that occurs without a change in the appointment on which the employee is serving. For a change in tenure group resulting from a change in the appointment on which the employee is serving, see Chapters 9-13. For a correction to the tenure group code on a previous SF-50, see Chapter 32.

2. Instructions

a. Use Figure 1 to determine the tenure group in which the employee belongs.

b. A change in tenure group is effective on the first calendar day following the day on which the required service period is completed (e.g., if an employee completes the service for career tenure on March 16, the employee's change to tenure group 1 is effective on March 17).

c. For additional processing action instructions, see Chapter 4.

Figure

Figure 1. Tenure Group Definitions

Tenure groups are categories in which competitive and excepted service employees are grouped for RIF purposes. For related RIF information, see 5 CFR 351(E)

Tenure Group	Competitive Service	Excepted Service
0	Employees who are not in tenure groups 1, 2, or 3	Employees who are not in tenure groups 1, 2 or 3
1	Employees who are serving under career appointments and a) Have completed initial appointment probation or b) Are not required to serve initial appointment probation	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
2	Employees serving under career-conditional appointments and career employees serving initial appointment probation	Employees who are serving trial periods and employees whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system
3	Employees who are serving under: • temporary appointments pending establishment of register (TAPER), • term appointments, • appointment-Status Quo, • any appointments designated as indefinite, • any other nonstatus non-temporary appointments which meet the definition of provisional appointments as defined in 5 CFR 316.401 and 403.	Employees who: • are serving under indefinite appointments, that is, appointments without specific time limitation but not actually (or potentially) permanent; • are serving under appointments with specific time limitations of more than one year; or • though currently under appointments limited to one year or less, complete one year of current, continuous service.

Table

Table 26-A. Change in Tenure Group

Rule	If employee's position is in the	And the change results from	Then NOAC is	NOA is	Authority Code is	Authority is	Required Remark Code is	Remark is	Notes
1	Competitive Service	Completion of service requirement for career tenure	880	Change in Tenure Group	KMM	5 CFR 315.202	T07	Completed service requirements for career tenure as follows: (agencies to enter: from (date) to (date) if continuous service, OR listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).	
2		Career employee's completion of an initial appointment probationary period			PGM	5 CFR 351.501	E04	Initial probationary period completed	
3		Reasons other than those in Rules 1 or 2					T29	(Briefly state reason for change in tenure group)	
4	Excepted Service	Completion of trial period			PKM	5 CFR 351.502	E03	Trial period completed.	
5		Completion of one year of continuous excepted service under a temporary appointment					T11	Completed one year of current, continuous service.	
6		Reasons other than those in Rules 4 and 5					T29	(Briefly state reason for change in tenure group)	

Chapter 27: Phased Employment/Phased Retirement
(Nature of Action: 615, 616)

Contents

Coverage 2

2. Instructions 2

Tables 3

Table 27-A. Documenting Phased Employment/Phased Retirement 3

Table 27-B. Remarks to be Shown on Standard Form 50 4

1. **Coverage**

   a. Covers phased employment/phased retirement. Employees in a phased retirement status continue to work on a part-time basis and draw partial retirement benefits during employment. An employee in phased retirement status is still an employee for all purposes unless otherwise specified in law or regulation. For additional information refer to the statutory provisions at 5 USC 8336a and 5 USC 8412a and the regulations at 5 CFR 831(Q), and 5 CFR 848.

   b. This chapter does not cover other retirements. See Chapter 30 for instructions on documenting other retirement actions, including when a phased retiree elects full retirement status.

2. **Instructions**

   a. For additional processing action instructions, see Chapter 4.

Tables

Table 27-A. Documenting Phased Employment/Phased Retirement

Rule	Employee is Covered by	And	Then NOAC is	NOA Is	Authority Code Is	Authority Is	And Code for Required Remarks are (see Note 1)	Notes	Remarks
1	CSRS	The employee initially enters phased retirement status **(See Note 4)**	615	Phased Employment/Phased Retirement	SAB	5 USC 8336a(C)(7)	M11, M12, M13, M14, and M15	1. Use Table 27-B to translate codes into actual remarks. 2. Also use this rule when an employee: 1) accepts employment with another agency; 2) **will not** have a break in service exceeding three calendar days; and 3) **will not** continue phased retirement status at the new agency. 3. Also use this rule when a phased retirement time limit agreement expires and the employee in phased retirement will be returning to regular employment with a full-time or other part-time schedule. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58).	Use as many remarks as applicable
2		Phased retiree elects to terminate phased retirement status and return to regular employment **(See Notes 2, 3, and 4)**	616	Opt Out Phased Employment/Retirement	SAD	5 USC 8336a(g)	M13, M16, and M17		
3		Unilateral action by OPM mandates return to regular employment			SBD	5 CFR 831.1721(b)			
4	FERS	The employee initially enters phased retirement status **(See Note 4)**	615	Phased Employment/Phased Retirement	SAC	5 USC 8412a(c)(6)	M11, M12, M13, M14, and M15		
5		Phased retiree elects to terminate phased retirement status and return to regular employment **(See Notes 2, 3, and 4)**	616	Opt Out Phased Employment/Retirement	SAE	5 USC 8412a(g)	M13, M16, and M17		
6		Unilateral action by OPM mandates return to regular employment **(See Note 4)**			SBE	5 CFR 848.301(b)			

Table 27-B. Remarks to be Shown on Standard Form 50

Rule	If Code is	Then Remark is
1	M11	A change to the work schedule or the part-time hours worked during phased employment/phased retirement status will result in the termination of phased employment/phased retirement status and the phased retirement annuity.
2	M12	Employee may elect to enter full retirement status at any time by submitting application SF-2801 for CSRS or SF-3107 for FERS.
3	M13	If employee's phased retirement terminates for any reason the individual may not re-elect phased retirement.
4	M14	Employee is required to spend 20% of their time mentoring.
5	M15	FEHB/FEGLI benefits are not affected by phased employment/phased retirement.
6	M16	The time spent in phased employment/retirement status will be credited as part-time service for annuity calculation purposes.
7	M17	Employee's phased retirement annuity is terminated.

Chapter 28: Change in Data Element
(Nature of Action: 800, 803)

Contents

1. Coverage....2
2. Instructions....2
Tables....3
Table 28-A. Processing Changes in Data Elements....3
Table 28-B. Remarks to be shown on Standard Form 50....5

1. **Coverage**
   - NOA 800/Change in Data Element:
     - Agency Code
     - Annuitant Indicator
     - Bargaining Unit Status
     - FLSA Category
     - Occupational Code
     - Pay Rate Determinant
     - Personnel Office ID
     - Position Occupied
     - Addition of a Legal Authority
   - NOA 803/Change in Retirement Plan and retirement-related data.
2. **Instructions**
   a. When the change is the result of another action, process the other action and put the new data element(s) in the appropriate block(s) on the SF-50. For example, if a retirement code change is a result of a conversion from an "Appointment NTE (date)" to a "Career-Cond Appt," process the conversion action and enter the new retirement code in block 30.
   b. When the change occurs simultaneously with another action, but it is not the result of that action, process a separate action for the data element change. For example, an employee is being promoted and has retired from the reserves (change to Annuitant Indicator) on the same date. As the Annuitant Indicator change is not the result of the promotion, both an "800/Change in Data Element" and a "702/Promotion" must be processed.
   c. If the NOA is an 803/Change in Retirement Plan, check the CSRS and FERS Handbook to advise the employee on beneficiary designations.
   d. For additional requirements, see Chapter 4 Processing Action Instructions.

Tables

Table 28-A. Processing Changes in Data Elements

Rule	If reason for change is	SF-50 block to be changed is	NOAC Is	NOA Is	Authority Code Is	Authority Is	Remarks
1	A different sub element code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code (Block 47)	800	Chg in Data Element	CGM	5 USC 552a(e)(5)	Use M74 and as many of the remarks that are applicable
2	Employee who has not been receiving an annuity begins to receive one, or an annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator (Block 28)					
3	Employee becomes covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (Block 37)					
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category (Block 35)					
5	Employee's occupational code changes as the result of the implementation of a new or revised OPM classification or job grading standard or classification guide	Occupational Code (Block 17)			VGP	5 USC 5107	
6	A new occupational code or new code and position title is assigned to the employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	5 USC 552a(e)(5)	
7	Code that formerly identified the special factors used in determining employee's pay is no longer appropriate and no other change is occurring simultaneously with this action	Pay Rate Determinant (Block 29)					
8	A new identifying number is assigned to the employee's servicing personnel office, or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)	Personnel Office ID (Block 48)		Chg in Data Element	CGM	5 USC 552a(e)(5)	
9	SES position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (Block 34)					

Table 28-A. Processing Changes in Data Elements, Continued

Rule	If reason for change is	SF-50 block to be changed is	NOAC Is	NOA Is	Authority Code Is	Authority Is	Remarks
10	Employee elects' coverage under FERS	Retirement Plan (Block 30)	803	Change in Retirement Plan	ZSM	5 USC 84	Use M74 and as many of the remarks that are applicable
11	Current or separated employee makes a belated election of the FERS coverage as authorized under 5 CFR 846.204				ZLM	5 CFR 846.204	
12	A reemployed CSRS annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or FERS disability retiree is restored to full earning capacity and annuity stops				CGM	5 USC 552a(e)(5)	
13	Correction effected under the Federal Erroneous Retirement Coverage Corrections Act (PL 106-265), dated September 19, 2000				ZSL	PL 106-265 (FERCCA) dated September 19,2000,	
14	Employee who has been excluded from FERS because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods				CGM	5 USC 552a(e)(5)	
15	An EO, law, or change in position designation even though the employee's position series and grade do not change (e.g., from law enforcement to non-law enforcement)						

Table 28-B. Remarks to be shown on Standard Form 50

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Data element is changing		M74	Changes data element(s) in block(s) (list SF-50 block numbers).	This rule has been deleted in the Editor and added to Table 28A
2	Employee will be covered under FERS		M38	Frozen service: (enter yrs. and mos., e.g., "20 yrs., 5 mos.").	
			M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs., 7 mos.").	
			M40	Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered-refund eligible"). **(See note 1)**	1. "Previously covered-refund eligible" indicates an employee who is eligible for a return of excess CSRS deductions because employee has less than 5 years of creditable civilian service on the effective date of transfer to FERS. When determining the 5 years, count all federal service except that which was covered by Old Age, Survivor and Disability Insurance tax (FICA), and CSRS retirement codes "C,"" E," "R," and "T". This includes service for which the employee has received a refund of deductions. "Previously covered" indicates an employee who was previously covered by CSRS or FERS and who is not described above.
3		Election **is not** pursuant to FERCCA or the deemed FERS regulations	M44	Employee elected coverage under FERS.	
4		Election of deemed FERS coverage **is** subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).	
5		Employee given opportunity to elect deemed FERS coverage under deemed FERS regulations, but failed to respond to notice	M95	Employee given deemed FERS election notice on (insert date of notice) and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).	
6	Employee will be covered under the Federal Employees Retirement System ("FERS"), FERS-RAE, or FERS-FRAE	Employee who has been excluded from FERS, FERS-RAE, or FERS-FRAE because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	M45	Employee is automatically covered under FERS, FERS-RAE, or FERS-FRAE.	
7	Employee erroneously given FERS coverage	Employee chooses to have coverage corrected from FERS pursuant to deemed FERS regulations	M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).	

Chapter 29: Bonuses, Awards, and Other Incentives

(Nature of Action: 815, 816, 817, 822, 823, 825, 827, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 878, 879, 885, 886, 887, 889)

Contents

1. Coverage 2
2. Effective Date 2
3. Bonuses, Awards, and Incentives 2

Table 29: Bonuses, Awards, and Other Incentives 3

Table 29. Rules 1-9 3
Table 29. Rules 10-31 (LAC's are required) 4
Table 29. Rules 32-40 (LAC's may be required) 7

1. **Coverage**
    a. Time off and payment actions not impacting an employee's rate of basic pay.
    b. **Enterprise Human Resources Integration.** Actions described in this chapter must be reported to EHRI. Refer to the GHRR for specific instructions.
2. **Effective Date**
    a. The agency sets the effective date of awards and bonuses, except for: **Separation Incentive** - The effective date is the same as the employee's separation date.
3. **Bonuses, Awards, and Incentives**
    a. **SF-52**. Not required. Follow agency instructions.
    b. **SF-50.**
        i. Required for Separation Incentives, and Presidential Rank Awards
        ii. Not required for all other actions. Follow agency instructions.
    c. **Employee Notification.** Agencies must notify employees of awards granted to them. The agency may choose what method to use to meet the requirements in Chapter 4: SF-52/50, earnings statements, award certificates, or agency forms.
    d. For additional processing action instructions, see Chapter 4.

Table 29: Bonuses, Awards, and Other Incentives

Rules 1-9 (No LAC required)

Rules	If Basis for Action is	And	And	Then NOAC is	Nature of Action is	Notes
1	Given to a group of employees	Award is based on group contributions that do not represent suggestions or inventions	Made under 5 USC 45	841	Group Award – Ch 45	
2			Other than 5 USC 45	889	Group Award – Other	
3		Award is based on a group suggestion/invention		843	Group Suggestion/Invention Award	
4		A group of employees will receive time off as a reward for a specific achievement	Made under 5 UCS 45	847	Group Time Off Award – Ch 45	
5		A group of employees will receive time off based on the provisions of an authority other than Chapter 45	Other than 5 USC 45	822	Group Time Off Award – Other	
6	Given to a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job			844	Foreign Language Award	
7	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place		845	Travel Savings Incentive	
8	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses		848	Referral Bonus	
9	Given to employee to repay student loan			817	Student Loan Repayment	

Table 29: Bonuses, Awards, and Other Incentives, Continued

Rules 10-31 (LAC's are required)

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
10	Presidential Rank Award (Meritorious)	Employee is a member of the Senior Executive Service	878	Presidential Rank Award	V7G	5 USC 4507(e)(1)	
11		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 USC 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9N	5 USC 4507(a)-(c)	
12	Presidential Rank Award (Distinguished)	Employee is a member of the Senior Executive Service	878	Presidential Rank Award	V8G	5 USC 4507(e)(2)	
13		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 USC 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9P	5 USC 4507(a)-(c)	
14	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 USC 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 USC 5384	
15	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 USC 5753	
16		Payment is above 25% (critical agency need)			VPO	5 USC 5753(e)	
17		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)	

Table 29: Bonuses, Awards, and Other Incentives, Continued

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
18	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 USC 5753	
19		Payment is above 25% (critical agency need)			VPO	5 USC 5753(e)	
20		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)	
21	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 USC 5754(d)(3)(A)	
22		Payment is terminated			VPX	5 CFR 575.311	
23	Establishment of retention incentive when a service agreement is required, and employee is likely to leave Federal service	Payment is 25% or less for an individual or 10% or less for a group			VPR	5 USC 5754(e)	
24		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 USC 5754(f)	
25		Payment is terminated			VPY	5 CFR 575.311	

Table 29: Bonuses, Awards, and Other Incentives, Continued

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
26	Establishment of retention incentive when a service agreement is required, and employee is likely to leave for a different position in the Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPA	5 CFR 575.314	1. If documenting the Separation Incentive on the same SF-50 as the separation, use blocks 6A-F and 20 of the resignation or retirement SF-50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20. 2. PL 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.
27		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	5 CFR 575.314 (Higher Cap)	
28		Payment is terminated			VPC	5 CFR 575.314(g)	
29	A separation incentive for an employee who resigns or retires **(see Note 1)**	Employee is in the Department of War	825	Separation Incentive	VWN	(Cite authority specific to DoW)	
30		Employee is not in the Department of War and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	PL 103-226	
31	A separation incentive for an employee who resigns or retires **(see Note 1)**	Not Rule 29 and 30.			ZAA	(Enter Agency Authority**)** **(See Note 2)**	

Table 29: Bonuses, Awards, and Other Incentives, Continued

Rules 32-40 (LAC's may be required)

Rule	If Basis for Action is	And	And	And	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
32	Given to an individual employee	Payment is based on rating of record or contribution	Made under 5 USC 4503 and 4505a	RB		840	Individual Cash Award RB **(See Note 3)**			3. The following are translations for the abbreviations: "RB" means Rating Based; "NRB" means Not Rating Based; "RB-ILPA" means Rating Based - in Lieu of Pay Adjustment; and "RB-NILPA" means Rating Based - Not in Lieu of Pay Adjustment.
33				NRB		849	Individual Cash Award NRB **(See Note 3)**			
34			Other than 5 USC 45	RB lump-sum payment	In lieu of pay adjustment due to range maximum or control point	885	Lump Sum Performance Payment RB-ILPA **(See Note 3)**	V3A	(Cite law, E.O., or regulation that authorizes the action)	
35					In lieu of pay adjustment – other reason			V3B	(Cite law, E.O., or regulation that authorizes the action)	
36					Not in lieu of pay adjustment; separately administered	886	Lump Sum Performance Payment RB-NILPA **(See Note 3)**			
37			Other than 5 USC 45	performance-related lump-sum payment that is NRB		887	Lump Sum Performance Payment NRB **(See Note 3)**			
38	Given to an individual employee	Cash award is based on suggestion/ invention				842	Individual Suggestion/Invention Award			
39		Time off is a reward for a specific achievement	Made under 5 USC 4503 and 4505a			846	Individual Time Off Award -Ch 45			
40			Other than 5 USC 45			823	Individual Time Off Award -Other			

Chapter 30: Retirements
(Nature of Action: 300, 301, 302, 303, 304, 307, 308)

Contents

Subchapter 1. General Instructions 2

1. Coverage 2
2. Instructions 2

Job Aid 3

Notice Requirements When an Employee Retires 3

Subchapter 2. Preparation of Remark Entries on the Standard Form 50 4

1. Use of Remarks 4
2. General Content of Remarks 4
3. Employee's Reason(s) 4
4. Agency's Finding 4

Tables 5

Table 30-A. Documenting Retirements 5

Table 30-B. Remarks Required for Retirement Actions 8

Table 30-C. Remarks and Codes 133

Subchapter 1. General Instructions

1. **Coverage**

   a. A retirement separation when an employee has applied for and is entitled to an immediate annuity, including when the employee elects to receive OWCP in lieu of their annuity from OPM:

      i. voluntary or employee-initiated retirements, includes retirement when a phased retiree enters full retirement status;

      ii. mandatory separations for age under 5 USC 8335 and 8425;

      iii. disability retirements; and,

      iv. retirements under Voluntary Early Retirement Authority (VERA).

   b. This chapter **does not** cover employees eligible for MRA+10 retirement who choose to postpone the annuity commencing date beyond 31 days after separation. See Chapter 31.

   c. This chapter **does not** cover entry into phased employment/phased retirement. See Chapter 27.

   d. For more information see the CSRS and FERS Handbook.

2. **Instructions**

   a. If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate SF-50s. Follow instructions in Chapters 3 and 4.

   b. Use the Job Aid below, Notice Requirements When an Employee Retires.

   c. Follow the instructions in GPR (Chapter 7) for transferring all related personnel files.

   d. For additional requirements, see Chapter 4, Processing Action Instructions.

Job Aid

Notice Requirements When an Employee Retires

NOTE: Issue as many of the following notices as applicable to the retiring employees' circumstances; more than one may be necessary.

If the Employee	Then
Is a law enforcement officer, firefighter, or air traffic controller, and has a combination of age and service at which separation is mandatory	Follow procedures in the CSRS and FERS Handbook, Chapter 46.
Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
Is applying for disability retirement or the agency is initiating a disability retirement application on behalf of the employee	Follow procedures in the CSRS and FERS Handbook, Chapter 60.
Is enrolled in a health benefits plan	Follow instructions in the FEHB Handbook.
Has FEGLI coverage	Follow instructions in the FEGLI Handbook.
Previously retired under the Foreign Service Retirement and Disability System (FSRDS), FSRDS Offset, or the Foreign Service Pension System (FSPS) and meets the requirements as listed on the U.S. Department of State Retirement Network	Submit a copy of the SF-50 by one of the following methods: • **Mailing Address:** Department of State HR Service Center Annuitant Services 1999 Dyess Avenue, Building E Charleston, SC 29405 • **Fax:** 843-202-3807 • **Scan/Email:** HRSC@state.gov
Is a former Central Intelligence Agency employee who retired under the Central Intelligence Agency Retirement and Disability System (CIARDS)	Send copy of SF-50 to Central Intelligence Agency Retirement and Disability System, Office of Public Affairs, Washington, DC 20505.or Contact CIA - CIA
On or before the date of retirement, give the employee a completed SF-8.	Advise the employee of the Unemployment Insurance, showing the full address of the Payroll Office where the individual records are maintained.

Subchapter 2. Preparation of Remark Entries on SF-50

1. **Use of Remarks**

   Remarks are used to determine retirement and other benefits to which the employee may be entitled. If a retiree applies for unemployment compensation, the State employment security agency will use the NOA and SF-50 remarks to adjudicate the claim. Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of a benefit to which the employee is entitled. It may also result in an employee receiving a benefit to which the employee is not entitled.

2. **General Content of Remarks**

   Remarks should be brief and state the facts in detail to enable anyone who reviews the SF-50 to determine whether the separation was work-connected and with or without just cause. The remarks should tell:

   - why an employee retires, and
   - whether the employee was offered other work before the separation and, if so, the reasons for refusing it.

3. **Employee's Reason(s)**

   a. **Disability Retirement**. No employee reason is required.

   b. **Other Retirement.** If the employee lists ill health or disability as the reason, summarize it in a respectful way. For any other reason, quote the reason in the remarks. If no reason is given, use Remark S69.

4. **Agency's Finding**

   Unemployment compensation and future employment decisions are made on the basis of both the employee's reason and the agency's findings, so agency findings should be factual and non-judgmental.

   a. **Employee has no appeal rights.** When the employee is serving on an appointment that does not afford appeal rights, No agency finding or reasons for or explanation may be placed on the SF-52, SF-50, in the employee's OPF, performance folder, or the agency's service record system. For more information see Employee Rights and Appeals.

   b. **Employee has appeal rights.**

      i. Except as noted in paragraph (3), when the agency knows of a different reason for employee's retirement, both the employee's

reason and the one known to the agency (“agency finding”) must be shown on the SF-50. The “agency finding” must be brief and factual and avoid personal comments and judgments about the employee, opinions, argumentative language, and unsupported conclusions.

ii. When the retirement application is submitted after the employee has received written notice of a proposed or pending disciplinary or adverse action, the agency **must list** the action as its finding.

iii. **Unless the employee was notified in writing before the retirement action was submitted**, you may **not** place (on the SF-52, SF-50, in the employee's OPF, performance folder, or the agency's service record system) any information regarding:

- a proposed or pending disciplinary or adverse action;
- charges or allegations of misconduct by, or impropriety on the part of, the employee; or,
- charges or allegations.

iv. When the agency believes the employee is retiring because of ill health or a medical problem, the “agency finding” should simply list or describe the duties the employee can no longer perform and **not** information concerning the employee's health.

Tables

Table 30-A. Documenting Retirements

Rule	If Employee is Covered by	And Reason for Action is	Then NOAC is	NOA is	Authority Code is	And Authority is	Notes	Remarks
1	CSRS	Mandatory retirement based on age and length of service. **(See note 4)**	300	Retirement-Mandatory	SWM	5 USC 8335	1. See Chapter 44 of the CSRS and FERS Handbook for the meaning of involuntary separation. 2. See Chapter 43 of the CSRS and FERS Handbook for a description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from OPM authorizing the retirement. 3. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement set by the agency. 4. Use Secondary LAC2 RZM when processing actions for multi-agency deferred resignation programs. Use Secondary LAC2 ADR when processing actions for agency-specific deferred resignation programs.	Use as many remarks as applicable
2		Disability retirement **(See note 4)**	301	Retirement-Disability	SUM	5 USC 8337		
3		Retirement for health reasons when employee does not apply for disability retirement **(See note 4)**	302	Retirement-Voluntary	SRM	5 CFR 831.501		
4		Voluntary retirement in lieu of involuntary separation action **(See notes 1 and 4)**	304	Retirement-ILIA	SQM	5 USC 8336		
5		Voluntary retirement for other than health reasons or pending involuntary separation **(See note 4)**	302	Retirement-Voluntary				
6		**Early** voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (See notes 2 and 4)	303	Retirement-Special Option	V3P and AZM, RZM, ADR as appropriate	5 USC 8336(d)(2) and AZM: OPM Office, Authority Number, and Date RZM: multi-agency deferred resignation programs ADR: agency-specific deferred resignation programs		
7		Early voluntary retirement under an authority **other** than 5 USC 8336(d). **(See note 4)**			ZLM	(Enter Law, Executive Order, or Regulation that authorizes the retirement)		
8		Employee enters full retirement status upon termination of phased retirement status **(See notes 3 and 4)**	307	Full Retirement Status-Voluntary	SAF	5 USC 8336a(e)		
9		Employee enters full retirement status in lieu of involuntary separation ("ILIS") **(See note 4)**	308	Full Retirement Status-ILIS				

Table 30-A. Documenting Retirements, Continued

Rule	If Employee is Covered by	And Reason for Action is	Then NOAC is	NOA is	Authority Code is	And Authority is	Notes	Remarks
10	FERS	Mandatory retirement based on age and length of service **(See note 4)**	300	Retirement-Mandatory	USM	(cite authority) cite 5 USC 84	1. See Chapter 44 of CSRS and FERS Handbook for the meaning of involuntary separation. 2. See Chapter 43 of the CSRS and FERS Handbook for a description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from OPM authorizing the retirement. 3. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement set by the agency. 4. Use Secondary LAC2 RZM when processing actions for multi-agency deferred resignation programs. Use Secondary LAC2 ADR when processing actions for agency-specific deferred resignation programs.	Use as many remarks as applicable
11		Disability retirement **(See note 4)**	301	Retirement-Disability				
12		Voluntary retirement in lieu of involuntary separation action **(See notes 1 and 4)**	304	Retirement-ILIA				
13		Voluntary retirement not described in Rule 10 **(See note 4)**	302	Retirement-Voluntary				
14		**Early** voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (See notes 2 and 4)	303	Retirement-Special Option	USM and AZM, RZM, ADR as appropriate	(cite authority) cite 5 USC 84 and AZM: OPM Office, Authority Number, and Date RZM: multi-agency deferred resignation programs ADR: agency-specific deferred resignation programs		
15		Employee enters full retirement status upon termination of phased retirement status **(See notes 3 and 4)**	307	Full Retirement Status-Voluntary	SAG	5 USC 8412a(e)		
16		Employee enters full retirement status in lieu of involuntary separation **(See note 4)**	308	Full Retirement Status-ILIS				
17	Retirement system **other** than CSRS or FERS	Mandatory retirement based on age and length of service **(See note 4)**	300	Retirement-Mandatory	USM	(cite authority)		
18		Disability retirement **(See note 4)**	301	Retirement-Disability				
19		Voluntary retirement based on age and length of service **(See note 4)**	302	Retirement-Voluntary				

Table 30-B. Remarks Required for Retirement Actions

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
1	Employee did not give a reason for retiring	Agency has no other information available	Action is a 302/Retirement-Voluntary	R20 and M67	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 2. Do not enter on SF-50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.	Use as many remarks as applicable
2			Action is not a 302/Retirement Voluntary	S69, S23, and M67		
3		Agency does have information regarding the reason for retirement		S69, S25, and M67 (See note 2)		
4	Employee gave a reason for retiring			R21 and M67		
5	Agency knows of specific factual reasons for retirement which differ from those given by employee **(See note 2)**			S25		
6	Employee's retirement is work related and employee was advised of opportunity to file a grievance	Employee filed a grievance		M26		
7		Employee did not file a grievance		M27		
8	Employee is retiring after receiving a reduction in force notice			S51		

Table 30-B. Remarks Required for Retirement Actions, Continued

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
9	Employee is retiring after receiving written notice of decision to move out of the Senior Executive Service for less than fully successful performance or because of employee's failure to be recertified in the Senior Executive Service			M58 and S81	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 2. Do not enter on SF-50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.	Jump to listing of Remarks (Use as many remarks as applicable)
10	Employee retired because of disability, reduction in force, or other circumstance which makes retirement involuntary	Employee was not offered another job		S58		
11		Employee was offered another job	Employee declined without a reason	S54 and S56		
12			Employee gave a reason for declining	S54 and R55		
13	Employee has been notified of agency decision to take adverse or performance-based action **(See note 2)**	Action is not described in Rule 9	Decision is a separation action	S34		
14			Decision is to demote	S35		
15			Decision is to suspend	S36		
16	Employee has been notified of proposed adverse or performance-based action **(See note 2)**		Proposal is a separation action	S37		
17			Proposal is to demote	S38		
18			Proposal is to suspend	S39		

Table 30-B. Remarks Required for Retirement Actions, Continued

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
19	Employee will receive a lump sum payment	The personnel office knows the exact number of hours of unused annual leave	Employee does not have retained rate	N26	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 3. See list of offenses barring annuity payments in 5 USC 83(II). 4. Place this remark only on payroll copy of SF-50. 6. Follow instructions in Chapter 6 to convert hours worked to months and days of service credit. SF-50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the **credit** to which the employee is entitled, rather than in terms of elapsed calendar time. Example: If employee worked on 10 different days for a total of 35 hours, show in your agency remarks that the "35 hours equal 6 days of service credit." If information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the SF-50.	Use as many remarks as are applicable
20			Employee has retained rate which **will not** terminate during period of lump sum payment			
21			Employee has retained rate which **will** terminate during period of lump sum payment	P18 and N26		
22		The exact number of hours of unused annual leave is not yet available	Employee does not have retained rate	N27		
23			Employee has retained rate which **will not** terminate during period of lump sum payment			
24			Employee has retained rate which **will** terminate during period of lump sum payment	P18 and N27		
25	Employee has been in nonpay status during calendar year		Total nonpay status (during current calendar year) exceeds 6 months	G31		
26	Retirement is from intermittent employment		Employment has been with compensation	G30 **(See note 6)**		
27			Employment has been without compensation	G29 **(See note 6)**		
28	Employee completed requirements for within-grade increase on or before retirement date	Within-grade increase was not affected		P16		
29	Employee may be barred from annuity under 5 USC 83(II) **(See note 3)**			M 61 **(See note 4)**		

Table 30-B. Remarks Required for Retirement Actions, Continued

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
30	Employee may be eligible for compensation under 5 USC 81 for a work injury			N10	1. Use as many remarks as applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 5. See The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices for information about determining whether an involuntary separation is due to gross misconduct.	Jump to listing of Remarks (Use as many remarks as applicable)
31	Employee will not be eligible to continue FEGLI coverage as an annuitant			B46		
32	Employee will not be eligible to continue health benefits coverage as an annuitant	Retirement is involuntary due to gross misconduct **(See note 5)**		B47		
33	Employee will be eligible to continue health benefits coverage as an annuitant			B53		
34	Action is 301/Retirement-Disability	Employee has elected to receive workers' compensation in lieu of a retirement annuity		R22		
35	Pay in position from which employee is retiring has been set at a special rate authorized under 5 USC 5305			P05		
36	Employee was entitled to Sole Survivorship veteran's preference	Block 23 of the SF-50 reflects "7"		E59		

Table 30-B. Remarks Required for Retirement Actions, Continued

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
37	Employee's total salary includes payment for administratively uncontrollable overtime **(See note 7)**			P82	1. Use as many remarks as applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 7. Follow instructions regarding Premium pay under 5 USC 5545(c)(2) for administratively uncontrollable overtime (AUO) work, which is included in the computations for retirement and life insurance deductions and benefits only if the employee meets the definition of "law enforcement officer" for CSRS or FERS purposes.	Use as many remarks as applicable
38	Employee's total salary includes a supervisory differential			P80		
39	Reserved					
40	Employee's total salary includes availability pay			P98		
41	Employee has elected to retain coverage under a retirement system for nonappropriated fund instrumentality employees			B63		
42	Employee is a senior political appointee whose position is subject to the provisions of the pay freeze for certain senior political officials			P83		
43	Employee is entitled to a composite retirement annuity Information & Instructions for Completing an Application for Full Retirement Status (from Phased Retirement) under the Federal Employees Retirement System (FERS)			M18		
44	If employee retirement is due to a multi-agency deferred resignation program			R56		
45	If employee retirement is due to an agency-specific deferred resignation program.			R23		

Table 30-C. Remarks and Codes

Remark Code	The Remark is
B46	SF-2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
B63	Elected to retain coverage under a retirement system for NAF employees.
E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
M18	Employee is entitled to a composite retirement annuity.
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M58	No SES reinstatement rights.
M61	Possible 5 USC 83(II) case.
M67	Forwarding address:
N10	To (or expected to) be paid under 5 USC chapter 81.
N26	Lump-sum payment to cover (number) hours ending (date and hour).
N27	Lump-sum payment to be made for any unused annual leave.
P05	Special rate under 5 USC 5305.
P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
P18	Retained rate period expires (date). Effective (date) pay will be (amount).
P80	Salary in block 12 includes supervisory differential of ($).
P82	Salary in block 12 includes AUO of ($).
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.

Table 30-C. Remarks and Codes, Continued

Remark Code	The Remark is
P98	Salary in block 12 includes availability pay of ($).
R20	Reason for retirement: to obtain retirement benefits.
R21	Reason for retirement:
R22	Elected to receive workers' compensation in lieu of a retirement annuity.
R23	Agency-specific deferred resignation program.
R55	Refused job offer because: (reasons given by the employee).
R56	Multi-agency deferred resignation program.
S23	Agency Finding: No other information available.
S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency Finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
S51	RIF Notice dated: (date).
S54	Offered job(s) of (Position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S58	No other work available.
S69	Employee gave no reason for retiring.
S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).

Chapter 31: Separations by Other than Retirement

(Nature of Action: 312, 317, 330, 350, 351, 352, 353, 354, 355, 356, 357, 385, 390)

Contents

1. Coverage 2
2. Selection of Legal Authority 2
3. Documenting the Reason(s) 2
4. Effective Dates 3
5. Instructions 4
6. Actions When an Employee Separates. If the employee: 5

Tables 6

Table 31-A. Documenting Resignations 6

Table 31-B. Documenting Separations Other than Resignations and Retirements 9

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply) 21

Table 31-D. Codes and Corresponding Remarks 27

1. Coverage

Covers separations by other than retirement to include resignation; termination; removal; separation due to RIF; separation to enter the uniformed service; death; and involuntary separation with eligibility for discontinued service retirement, or MRA +10 retirements when the employee chooses to postpone the MRA +10 annuity date beyond 31 days after separation. (See the CSRS and FERS Handbook Chapters 42 and 44)

2. Selection of Legal Authority

For some actions covered by this chapter, the legal authority will depend on whether the action is being taken under civil service laws and regulations, under agency procedures that are "equivalent" to those required under civil service laws and regulations, or under other procedures. To select the legal authority, you must know what procedures were used (see Chapter 4 for more information on LACs).

3. Documenting the Reason(s)

a. Need for Remarks. Most of the actions in this chapter require remarks that document the reasons for the action. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation.

b. Employee's Reason for Resignation. Each person who resigns should be asked to do so in writing. Try to obtain the reason in writing from the employee by using a letter or SF-52 Part E. When the employee resigns orally, try to obtain written confirmation. If this is not possible, ask the person who received the oral resignation to document it in a memorandum for the record.

i. In the remarks section of the SF-52/50, enter and quote the employee's reason for resigning. If the reason is so lengthy that it will not fit in the space available, summarize it. The entire reason will remain a matter of record as the resignation is a long-term OPF document.

c. Agency Comments to Employee Resignation (Agency Finding).

i. Employees without appeal rights. When the employee is serving an initial appointment probation or a trial period required by civil service or agency regulations, or when employee is serving under an appointment that does not afford appeal rights, **no** agency comments or findings regarding the employee's resignation may be placed on the SF-52, SF-50, in the employee's OPF, or in the Employee Performance Folder.

ii. Employees with appeal rights. Agency findings should be documented on the resignation SF-50 only when the employee has appeal rights and

has been notified in writing of an agency action before the resignation was submitted. Findings should be documented if the employee was notified of:

1. a proposed or pending disciplinary or adverse action;
2. a proposed or pending position change due to failure to complete a supervisory/managerial probationary period successfully;
3. action to withhold a within-grade increase; or
4. proposed removal from SES.

Unless the employee was notified (in writing) before submitting the resignation, do not record any adverse agency findings.

d. Agency-Initiated Separations

i. Employees without appeal rights. When an employee who is serving on an appointment that does not afford appeal rights is separated for conduct and/or performance reasons, no agency reasons for or comments regarding the action may be recorded.

ii. Employees with appeal rights. When an employee serving on an appointment that does afford appeal rights is separated by the agency, the agency must summarize the reason(s) for the action in the SF-50 remarks. The reason(s) must be consistent with any written reason(s) previously given the employee as the basis for his or her separation.

e. Unemployment Compensation Claims. An agency may have factual information that impacts a former employee's unemployment compensation claim but is not documented on the separation SF-50. In these cases, the agency may retain the information in a "subject file" separate and apart from the employee's personal records or any other records filed by and retrieved by employee name or employee identifier (such as an employee number, payroll number, or SSN). These files are retained for two years from the effective date of the separation. See UCFE Instructions for further information.

4. Effective Dates

All separations are effective at the end of the day (midnight) unless an earlier time is indicated on the SF-50.

a. Termination-Appointment In. The effective date should be the day immediately preceding the day the employee EOD in the new employing

agency. Do not process the Termination-Appt In (agency) action before receiving evidence that the employee actually has been appointed in the other agency. Accept as evidence of the appointment only: A copy of the SF-50 or list form of notice by which the other agency appointed the person; or a copy of the other agency's appointment SF-52 showing the appointment date and the appointing official's signature.

b. Termination during probationary period. The initial appointment probationary period ends at the end of the employee's tour of duty on the last workday of the probationary period. If management decides to terminate the employee during the probationary period, the SF-50 must be effective on a day prior to the last day, or at a specific time of day before the end of the employee's workday on the last day of the probationary period. See E.O. 14284.

c. Other separations. Resignations are effective on the date specified by the employee. Other separations are effective on the date set by the agency. When advance notice periods are required by law or regulation (e.g., under adverse action procedures), the separation may not be effective prior to the last day of any notice period.

d. Two actions proposed for the same date. When two actions are proposed for the same date **and** time, process the one that was submitted first.

Example 1: On July 12, a supervisor submits a request to terminate a probationary employee, effective July 16. On July 13, the employee submits a resignation to be effective "at the end of the workday on July 16." The agency's action would be effective at midnight as an earlier time was not specified. Because the actions would be effective at different times, and because the resignation would be effective first (end of the workday if before midnight), the agency must process the resignation instead of the termination.

Example 2: On April 10, the agency notifies the employee of its decision to remove him effective May 10. On April 12, the employee submits a resignation which is also effective on May 10. Because neither request specifies an earlier time, each would be effective at midnight on May 10. Since the removal was submitted first, the agency must process the removal instead of the resignation.

5. Instructions

a. For additional requirements, see Chapter 4, Processing Action Instructions.

b. An employee may receive a within-grade increase (WGI) while in nonpay status when the WGI becomes due during the period of nonpay time that is creditable

for that step. If the WGI was not processed before the separation, show the step and salary to which employee was entitled in blocks 19 and 20 of the separation SF-50. Use remark P16: Employee met requirements for the WGI.

c. Follow instructions in the GPR to transfer the OPF. After you dispatch it, if you find any long-term records that belong to the Folder, send them immediately to the address to which the Folder was sent. Be sure employee's full name, SSN, and date of birth are on each form or document.

6. **Actions When an Employee Separates.** If the employee is:

   a. earning leave follow agency procedures for processing lump sum payments and preparing the SF-1150, Record of Leave Data (See Fact Sheet: Lump-Sum Payments For Annual Leave).

   b. was receiving, or was entitled to receive, severance pay based on a previous separation or this separation, follow agency procedures. Refer to 5 CFR 550 (G).

   c. is eligible for consideration under the agency's reemployment priority list, agency career transition assistance plan (CTAP), or the interagency career transition assistance plan (ICTAP), follow agency procedures. Refer to 5 CFR 330.

   d. is enrolled in a health benefits plan, follow instructions in the FEHB Handbook.

   e. has FEGLI coverage, follow instructions in the FEGLI Handbook.

Tables

Table 31-A. Documenting Resignations

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
1	While employee is serving an initial appointment probation, or a trial period required by civil service or agency regulations **(See note 7)**		317	Resignation	RUM	5 CFR 715.202 Other	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation. 2. See 5 CFR 752.401(c) for a list of the employees who are covered by 5 CFR Part 752 and, therefore, have appeal rights. If the employee is serving on an appointment that is not listed in 5 CFR 752.401(c), such as on an Appt NTE in the competitive service, then the employee has no appeal rights. 3. The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures. 7. Use LAC2 "RZM: multi-agency deferred resignation programs" or "ADR: agency-specific deferred resignation programs" as applicable.	Use as many remarks as are applicable
2	While employee is serving under an appointment that does not afford an appeal right **(See notes 2 and 7)**							
3	While employee is serving a probationary period in the Senior Executive Service **(See note 7)**							
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 USC 75			RQM	5 CFR 715.202 CAA (See note 3)		
5		Action is proposed under agency procedures equ to 5 USC 75			RRM	5 CFR 715.202 EAA (See note 3)		
6		Action is proposed under other procedures not described in Rules 1-5			RSM	5 CFR 715.202 OAA (See note 3)		
7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period				R6M	5 CFR 715.202 Prob		
8	After receiving notice of proposed removal or placement out of the Senior Executive Service for unacceptable work performance during probation		312	Resignation-ILIA	R6M	5 CFR 715.202 Prob		

Table 31-A. Documenting Resignations, Continued

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
9	Reserved				Reserved		1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation. 4. If an employee declines a reassignment and the agency issues a notice of proposed separation that is then followed by the employee's	Use as many remarks as are applicable
10	After receiving notice of proposed placement out of the Senior Executive Service for less than successful performance following completion of Senior Executive Service probation		312	Resignation-ILIA	R7M	5 CFR 715.202 Perf		
11	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10	Action is proposed under 5 CFR 432			R7M	5 CFR 715.202 Perf		
12	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10	Action is proposed under agency procedures equivalent to those under 5 CFR 432			R8M	5 CFR 715.202 Eq Perf		
13		Action is proposed under procedures not described in Rules 11-12			RUM	5 CFR 715.202 Other		
14	After employee receives written notice that position will be contracted out under OMB Circular A-76				RTR	5 CFR 715.202 (A-76)		
15	In lieu of proposed or pending reduction in force action or after written notification that position is being abolished	When Rule 14 does not apply			RTM	5 CFR 715.202 RIF		
16	After receiving notice of a new assignment as part of an established rotation policy within the agency or that was directed by the agency **(See note 4)**	Assignment is out of commuting area and was not provided for at time of appointment			RXM	5 CFR 715.202 Relo		

Table 31-A. Documenting Resignations, Continued

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
17	After receiving written notice of a new assignment as a result of their job being contracted out under OMB Circular A-76		312	Resignation-ILIA	RPR	5 CFR 715.202 (A-76 Assignment)	4. If an employee declines a reassignment and the agency issues a notice of proposed separation that is then followed by the employee's 5. Use this rule only when the employee has been notified in writing of the proposed action. 6. If a Department of War employee is resigning to accompany a sponsor overseas, use Table 31-B. 7. Use Secondary LAC2 RZM when processing actions for multi-agency deferred resignation programs. Use Secondary LAC2 ADR when processing actions for agency-specific deferred resignation programs.	Use as many remarks as are applicable
18	After receiving notice of a new assignment as a result of their job function being moved outside of employee's commuting areas **(See note 4)**	New assignment is *not* the result of contracting out under OMB Circular A-76			RWM	5 CFR 715.202 Reas		
19	In lieu of an involuntary action described in Chapter 44 of the CSRS & FERS Handbook, and not covered in Rules 1-18	Employee has received written notice of the proposed action			RPM	5 CFR 715.202		
20	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 **(See note 5)**	Action is proposed under 5 USC 75			RQM	5 CFR 715.202 CAA (See note 3)		
21		Action is proposed under agency procedures equivalent to those under 5 USC 75			RRM	5 CFR 715.202 EAA (See note 3)		
22	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 **(See note 5)**	Action is proposed under other procedures not described in Rules 1-21			RSM	5 CFR 715.202 OAA (See note 3)		
23	Under conditions not covered in Rules 1-22 **(See notes 6 and 7)**		317	Resignation	RPM	5 CFR 715.202		

Table 31-B. Documenting Separations Other than Resignations and Retirements

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
1	Because of death of employee **(See note 5)**		350	Death		(No entry required)	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. 5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, act of terrorism, natural disaster, or other circumstances as determined by the President and is documented using rule 64. If, at the time of processing the action, a determination of death in the line of duty is pending confirmation, document the action using rule 1. Should a finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64.	Use as many remarks as are applicable
2	Because employee moves without break in service from one Senior Executive Service position to another in a different agency **(See note 1)**		352	Termination-Appt In (Agency)	VCR	5 USC 3395		
3	When a Senior Executive Service appointee who has guaranteed placement rights is being appointed to a non-Senior Executive Service position in another agency as a result of action initiated by the appointing officer	Action is based on unacceptable performance during the Senior Executive Service probationary period			VDJ	5 USC 3594(a)		
4		Action is based on less than fully successful performance following the Senior Executive Service probationary period			VCS	5 USC 3594(b)(1)		
5		Action is based on reduction in force			VCT	5 USC 3594(b)(2)		
6		Reserved			Reserved	Reserved		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
7	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 **(See notes 1 and 2)**	Separation is because function moves from one agency to another	352	Termination-Appt In (Agency)	PDM	5 CFR 351.302	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. 2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving to determine if the move is to a position at a higher or lower grade.	Use as many remarks as are applicable
8	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 **(See notes 1 and 2)**	Employee accepts job at a higher grade			DFM	Cite specific authority for action		
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 **(See notes 1 and 2)**	Employee accepts a job at a lower grade job			DKM			
10		Employee accepts a job at the same grade or in a different pay system			DBM			
11	To transfer to an international organization				PZM	5 CFR 352.308		
12	To accept appointment with the American Institute in Taiwan				ZPM	PL 96-8		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
13	Because employee is entering on duty with the uniformed services	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation-US	Q3K	5 CFR 353	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. 7. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
14	Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited **(See Note 7)**		355	Termination-Exp of Appt		(No Entry Required)		
15	Under RIF procedures **(See note 1)**	Employee is in the Senior Executive Service	356	Separation-RIF	VDK	5 USC 3595		
16		Employee is in the competitive service or the excepted service			PNM	5 CFR 351.603		
17	Due to contracting out of functions under OMB Circular A-76 **(See note 1)**				PNR	5 CFR 351.603 and OMB Circular A-76		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
18	Because of lack of work, lack of funds, or ceiling limitations when employee is on a competitive service appointment limited to one year or less	Action is not effected under reduction-in-force regulations	357	Termination	MUM	5 CFR 316.401	3. The agency should review a copy of the orders assigning the employee's sponsor to a new duty station before using this code.	Use as many remarks as are applicable
19	Because of lack of work, lack of funds, or ceiling limitations	When employee is on a temporary appointment that is not described in Rules 1-18			UYM	(Enter authority under which employee was appointed)		
20	The result of a Department of War employee submitting a resignation to accompany military or civilian sponsor to a new duty station **(See note 3)**	Sponsor is on active duty in the military or is a Department of War civilian employee who (1) signed a mobility agreement which requires as a condition of employment, accepting an assignment anywhere in the world at management's request, or (2) relocates to or from an assignment at a duty station overseas.	351	Termination-Sponsor Relocating	RPM	5 CFR 715.202		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
21	Because employee declined to accept a directed reassignment outside the commuting area, which was not provided for in employee's position description or employment agreement. **(See note 7)**	Action is effected under 5 USC 75	330	Removal	V9A	5 USC 75 Reas	7. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In-Person Work effective 1/20/2025.	Use as many remarks as are applicable
22		Action is effected under agency procedures, equivalent to those under 5 USC 75, that afford employee appeal rights			V9B	5 USC 75 Reas-Eq		
23		Action is effected under procedures that do not afford employee appeal rights	357	Termination	USM	(Enter Agency Authority)		
24	Because employee declined to accompany his or her function or activity when it was moved outside of the employee's commuting area	Action is effected under 5 USC 75	330	Removal	VJJ	5 USC 75 Relo		
25		Action is effected under agency procedures, equivalent to those under 5 USC 75, that afford employee appeal rights			V2J	5 USC 75 Relo-Eq		
26		Action is effected under procedures that do not afford employee appeal rights	357	Termination	UTM	(Enter Agency Authority)		
27	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under 5 CFR 432	330	Removal	QGM	5 CFR 432.101		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under agency procedures, equivalent to those required under 5 CFR 432, that afford employee appeal rights	330	Removal	QHM	5 CFR 432.101 Eq		Use as many remarks as are applicable
29	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Action is processed under part 5 CFR 752(D)	330	Removal	VWP	5 USC 7513		
30		Action is processed under agency regulations, equivalent to those required under part 5 CFR 752(D), that afford employee appeal rights			VWR	5 USC 7513 Eq		
31	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Employee is serving an initial probationary period	385	Termination during prob/ trial period	L2M	E.O. 14284		
32		Employee is serving a trial period required by civil service or agency regulation			L4M	E.O. 14284 Eq		
33		Employee is currently serving a probationary period in the Senior Executive Service			V2M	5 USC 3393		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
34	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Employee is serving on an appointment not described in Rules 31-33 that does not afford appeal rights	357	Termination	ZLK	(Enter Law, Executive Order, or Regulation that authorizes termination because of performance)		Use as many remarks as are applicable
35	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Is effected under 5 USC 75 (civil service adverse action procedures)	330	Removal	V6J	5 USC 75 Postappt		
36		Is effected under an agency authority, following procedures that are equivalent to those required under 5 USC 75, that afford employee appeal rights			V8J	5 USC 75 Postappt-Eq		
37	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the separation is not covered under Rules 27-34)	Is effected during an initial appointment probation	385	Termination during prob/ trial period	L2M	E.O. 14284		
38		Is effected during a trial period required by civil service or agency regulations			L4M	E.O. 14284 Eq		
39		Is effected during the probationary period of a Senior Executive Service career appointee			VYM	5 USC 3393 Post appt		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
40	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Employee is serving on an appointment other than one described in Rules 37-39 that does not afford appeal rights	357	Termination	ZLJ	(Enter Law, Executive Order or Regulation that authorizes termination because of misconduct)		Use as many remarks as are applicable
41	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Is effected under 5 USC 75 (civil service adverse action procedures)	330	Removal	VAJ	5 USC 75		
42		Is effected under an agency authority, following procedures equivalent to those required under 5 USC 75, that affords employee appeal rights			VHJ	5 USC 75 Eq		
43		Is effected during an initial appointment probation	385	Termination during prob/trial period	L5M	E.O. 14284 Mix		
44		Is effected during a trial period required by civil service or agency regulations			LXM	E.O. 14284 Eq Mix		
45	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Is effected during the probationary period of a Senior Executive Service career appointee	385	Termination during prob/trial period	V2M	5 USC 3393		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
46	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Employee is serving on an appointment other than one described in Rules 43-45 that does not afford appeal rights	357	Termination	ZLL	(Enter Law, Executive Order, or Regulation that authorizes termination because of both misconduct and performance)		Use as many remarks as are applicable
47	Because of conditions arising in whole or in part before employee's entrance on duty, such as making false statements on application/ resume or failure to qualify in investigation	Is effected under 5 USC 75 (under civil service adverse action procedures)	330	Removal	V5J	5 USC 75 Preappt		
48		Is effected under an agency authority, following procedures equivalent to those required under 5 USC 75			V7J	5 USC 75 Preappt Eq		
49		Is effected during an initial appointment probation	385	Termination during prob/trial period	L6M	E.O. 14284		
50		Is effected during a trial period required by civil service or agency regulations			L8M	E.O. 14284 Eq		
51		Is effected during the probationary period of a Senior Executive Service career appointment			VUM	5 USC 3393 Preappt		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
52	Because of conditions arising in whole or in part before employee's entrance on duty, such as making false statements on application/ resume or failure to qualify in investigation	Employee is serving on an appointment other than one described in Rules 49-51 that does not afford appeal rights	357	Termination	UXM	(Enter Law, Executive Order, or Regulation that authorizes the termination)		Use as many remarks as are applicable
53	Instructed by the MSPB		357	Termination	VAA	5 USC 1204		
54	Instructed by OPM	Is based on suitability reasons	330	Removal	RYM	5 CFR 731.201		
55	Instructed by OPM	Is based on reasons other than suitability	357	Termination	A3M	5 CFR 5.3		
56	Effected by agency head in the interest of national security		330	Removal	V4J and ZEM	5 USC 7532 and EO 10450		
57	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under 5 CFR 315.704	Action is effected under procedures of 5 USC 75			LTM and VAJ	5 CFR 315.704(c)-conduct and 5 USC 75		
58		Action is not effected under procedures of 5 USC 75	357	Termination	LTM	5 CFR 315.704(c)-conduct		
59	Because employee failed to qualify for conversion under 5 CFR 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination	Action is effected under 5 USC 75	330	Removal	LUM and VAJ	5 CFR 315.704(c) and 5 USC 75		
60		Action is not effected under 5 USC 75	357	Termination	LUM	5 CFR 315.704(c)		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
61	Because employee abandoned his or her position (See note 4)	Adverse action removal procedures are not followed			C7M	5 CFR 715.202-Abandonment	5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, act of terrorism, natural disaster, or other circumstances as determined by the President and is documented using rule 64. If, at the time of processing the action, a determination of death in the line of duty is pending confirmation, document the action using rule 1. Should a finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64. 7. Use Secondary LAC2 Z3Z: Return to In Person Work effective 1/20/2025 as applicable.	Use as many remarks as are applicable
62	Of a reemployed annuitant serving at the will of the appointing authority	Basis and procedure for the termination are not covered in Rules 14-61			VCM	5 USC 3323		
63	For employee to accept employment with a non-Federal Government entity that takes over their Federal functions	The employee will continue to receive Federal benefits	390	Separation-Appt In (name of entity)	ZLM	(Cite statute authorizing the transfer of function)		
64	Due to death of employee in the line of duty (note 5)		354	Death in the Line of Duty				
65	Under circumstances not described elsewhere in this table (See note 7)	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)		
66		Employee is not entitled to appeal the separation	357	Termination				
68	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency of an employee appointed under Schedule Policy/Career (5 CFR 213.3601)	Employee is serving under a Schedule Policy/Career appointment			YET	5 CFR 213.3601		
69	Because of employee's conduct or delinquency, after EOD and because of unacceptable performance		330	Removal	YEU	5 CFR 213.3601		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
70	Based on employee's conduct or delinquency after EOD (when work performance is not a factor and the separation is not covered under Rules 27-34)		357	Termination	YEV	5 CFR 213.3601		Use as many remarks as are applicable

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply)

Rule	If	And	And	Then Required Remarks Codes Are	Notes
1	Nature of action code is not 350 or 354			M67	1. See Table 31-D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the SF-50. 3. When employee's reason for resigning is work connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks apply.
2	Employee is resigning	Gave a reason for resignation		R19	
3		Gave no reason for resignation		S68	
4	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance **(See notes 2 and 3)**	Employee filed a grievance	M26	
5			Employee did not file a grievance	M27	
6	Senior Executive Service Career Appointee is resigning	Resigns after receiving notice of removal or placement out of the Senior Executive Service during probation		M58	
7		Resigns after receiving notice of placement out of the Senior Executive Service for less than fully successful performance following completion of Senior Executive Service probation		M58 and S82	
8			Reserved	Reserved	
9			Reserved	Reserved	
10	Employee resigns after being given written notice of adverse action OPM or the agency **proposes** to take	Employee has been serving on an appointment which does afford appeal rights **(See note 2)**	Proposed action is a separation	S31	
11			Proposed action is a demotion	S32	
12			Proposed action is a suspension	S33	
13	Employee resigns after being given written notice of adverse action OPM or the agency has **decided** to take		Pending action is a separation action	S28	
14			Pending action is a demotion	S29	
15			Pending action is a suspension	S30	
16	Employee resigns after receiving notice that within-grade increase will be denied but before the 888/Denial of Within-grade Inc action is effected			S80	

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
17	Employee resigns during initial appointment probation			S65	1. See Table 31-D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the SF-50. 6. These instructions do not apply when action is 352/Termination-Appt in (agency).
18	Employee resigns during trial period			S66	
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of *proposed* position change for failure to satisfactorily complete that probationary period		S74	
20		Resigns after being notified of *decision* on position change as a result of failure to satisfactorily complete that probationary period		S75	
21	Employee received a reduction-in-force notice	Was offered another job	Declined without a reason	S51, S54, and S56	
22			Gave reason(s) for declining the offer	S51, S54, and R55	
23		Was not offered another job		S51 and S58	
24	Separation based on declination of relocation			R53	
25	Separation based on declination of assignment			R52	
26	Employee is terminated after receiving a written notice of adverse action **proposed** by the OPM or agency **(See note 6)**	The termination was for reasons other than the proposed adverse action (See note 2)	Proposed action was a separation	S42	
27			Proposed action was a demotion	S41	
28			Proposed action was a suspension	S40	
29	Employee is terminated after receiving a written notice of **decision** on an adverse action proposed by the OPM or agency **(See note 6)**	The termination was for reasons other than the pending adverse action (See note 2)	The decision was a separation	S45	
30			The decision was a demotion	S44	
31			The decision was a suspension	S43	
32	Separation is ordered by MSPB			S73	
33	Separation is ordered by OPM			S46	
34	Separation is NOT ordered by OPM or MSPB			S47	
35	NOA is 355/Termination—Exp of Appt	Employee refused extension of appointment		S57	

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas			S78	1. See Table 31-D to translate codes into actual remarks. 4. Remarks on the separation SF-50 for the previous separation and on the SF-50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation. 5. See 5 CFR 550 (G), to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.
37	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"		E59	
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)			P82	
39	Employee's total salary includes a supervisory differential			P80	
40	Nature of action code is 350 or 354	Employee was in phased retirement status at time of death		M19	
41	Employee's total salary includes availability pay			P98	
42	Pay in position from which employee is separating has been set at a special rate under 5 USC 5305			P05	
43	Employee was receiving (or was entitled to receive) severance pay at the time of current appointment based upon a previous separation (See note 4)	Severance pay is to be resumed by agency responsible for severance pay fund (See note 5)		N20	
44		Employee lost entitlement to severance pay (See note 5)		N23	
45		Severance pay is to be recomputed by agency responsible for severance pay fund (See note 5)		N21	
46	Employee is entitled to severance pay based upon the separation (See note 5)			N22 and N59	
47	Employee's separation is involuntary	Employee is not entitled to severance pay		N23	
48	Employee completed requirements for a within-grade increase on or before separation date	The within-grade increase was not effected		P16	

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
49	Employee will receive lump sum payment for annual leave **(See note 7)**	The exact number of hours of unused annual leave is known	Retained rate **will** terminate during period of lump sum payment	N26 and P18	7. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
50			Retained rate **will not** terminate during period of lump sum payment	N26	
51			Employee does not have retained rate		
52		The exact number of hours of unused annual leave is not yet available	Retained rate **will** terminate during period of lump sum payment	N27 and P18	
53			Retained rate **will not** terminate during period of lump sum payment	N27	
54			Employee does not have retained rate		
55	Employee has been in nonpay status during current calendar year	Total nonpay status during current calendar year exceeds 6 months		G31	
56	Separation is from intermittent employment	Employment has been without compensation (WC)		G29 (See note 7)	
57		Employment has been with pay		G30 (See note 7)	
58	Employee may be barred from annuity under 5 USC 83, subchapter II	Eligible to apply for an immediate annuity		M61	
59		Not eligible to apply for an immediate annuity		M60	
60	Separation results from work-related injury/disability (see 5 USC 8102)	Employee is eligible for continuation of pay		N11 and N12	
61				N10	

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
62	Employee, who is separating from Federal service, has life insurance coverage	Employee has made an assignment of life insurance coverage		B69	1. See Table 31-D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the SF-50. 8. See the FEHB Handbook for information about determining whether an involuntary separation is due to gross misconduct.
63		Employee has not made an assignment of life insurance coverage		B46	
64		Is separating to enter on active duty with the uniformed services		B76	
65	Employee, who is separating from Federal service, has health benefits coverage	Separation is involuntary due to gross misconduct **(See note 8)**	Is not being placed on the Office of Workers' Compensation Programs rolls	B47	
66		Separation is not described in Rule 65		B53	
67	Employee has elected to retain coverage under a retirement system for NAF employees			B63	
68	Employee under FERS is separated after attaining the minimum retirement age (MRA) and completing 10 years of creditable service (see CSRS and FERS Handbook, Chapter 42)			B62	
69	Employee under FERS is separated after completing 10 years of creditable service (see CSRS and FERS Handbook, Chapter 42)			B61	
70	Employee is transferred to an international organization			M62	
71	Employee separates to go to the American Institute in Taiwan under PL 96-8			M04	
72	Senior Executive Service appointee who has guaranteed placement rights is being appointed to a non- Senior Executive Service position in another agency	The action is based on unacceptable performance during probation or less than fully successful performance following probation.		M58	
73	Employee abandoned their position			S20	
74	Employee will have reemployment rights			M64	
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83	

Table 31-C. Codes for Required Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are	Notes
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights **(See note 2)**		S48	2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the SF-50.
77	Action is a 330/Removal			S47	
78	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83	
79	If employee separation is due to a multi-agency deferred resignation program			R56	
80	If employee retirement is due to an agency-specific deferred resignation program.			R23	

Table 31-D. Codes and Corresponding Remarks

Remark Code	Then remark is
B46	SF-2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
B63	Elected to retain coverage under a retirement system for NAF employees.
B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active-duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per PL 110-181, Sec. 1102, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook.
E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare SF-50 without it. Process a 002/Correction action to add the information to the SF-50 later.]
G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare SF-50 without it. Process a 002/Correction action to add the information to the SF-50 late.]
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
M04	Under PL 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
M19	Certify full-time salary for FEGLI.
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M58	No SES reinstatement rights.
M60	Information on possible 5 USC 83, subchapter. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of SF-50.]
M61	Possible 5 USC 83, subchapter. II, case. [Note: Enter this on payroll copy only of SF-50.
M62	You have reemployment rights in (agency) under 5 USC 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.

Table 31-D. Codes and Corresponding Remarks, Continued

Remark Code	Then remark is
M64	You have employment rights in (agency) for (how long) under (authority).
M67	Forwarding address:
M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
N10	To (or expected to) be paid under 5 USC 81.
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 USC 81, section 8118.
N12	Expected to be paid under 5 USC 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
N22	Entitled to ($) severance pay fund to be paid at the rate of ($) per week over (number) of weeks beginning (date).
N23	Not entitled to severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour).
N27	Lump sum payment to be made for any unused annual leave.
N59	OPF retained by (name & address of office).
P05	Special rate under 5 USC 5305.
P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
P18	Retained rate period expires (date). Effective (date) pay will be (amount).
P80	Salary in block 12 includes supervisory differential of ($).
P82	Salary in block 12 includes AUO of ($).
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.
P98	Salary in block 12 includes availability pay of ($).
R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the SF-50, it should be summarized).
R23	Agency-specific deferred resignation program.
R52	Reason(s) for declination of assignment: (enter reason(s)).
R53	Reason(s) for declination of relocation: (enter reason(s)).
R55	Refused job offer because: (reasons given by employee).
R56	Multi-agency deferred resignation program.

Table 31-D. Codes and Corresponding Remarks, Continued

Remark Code	Then remark is
S20	(State the conditions under which the employee abandoned the position.)
S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
S46	Separated by order of OPM dated (date) for violation of (enter proper rule or regulation).
S47	Reason(s) for removal: (state reason(s)).
S48	Reason(s) for termination: (state reason(s)).
S51	RIF notice dated (date).
S54	Offered job(s) of (position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S73	Separated by order of MSPB dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
S74	Agency Finding: Resigned after receiving notice of proposed position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.

Table 31-D. Codes and Corresponding Remarks, Continued

Remark Code	Then remark is
S75	Agency Finding: Resigned after receiving notice of decision on position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S78	Employee is accompanying a U.S. Government sponsor overseas.
S80	Agency Finding: Resigned after receiving notice that within-grade increase would be denied.
S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reason(s)).
S83	There is no annuity reduction based on age per 5 USC 8339(h).
S84	Eligible for an annuity supplement per 5 USC 8421(a)(2).

Chapter 32: Corrections, Cancellations, Replacement, Newly Required, and Interim Relief Actions

(Nature of Action: 001, 002, 198, 199, 293, 867, 868)

Contents

Coverage 2

1. Information 2

2. SF-50 Preparation 2

3. Correction Action 3

4. Cancellation Actions 3

5. Newly Required and Replacement Actions 4

6. Actions to Provide Interim Relief 4

Figures 5

Figure 32-1. Special Instructions for Processing Correction Actions 5

Figure 32-2. Special Instructions for Processing Cancellation Actions 6

Figure 32-3. Actions to Provide Interim Relief 6

Tables 7

Table 32-A. Corrections, Cancellations, Replacement, Newly Required, and Interim Relief Actions 7

Table 32-B. Actions to Affect Cancellations and Corrections 14

Table 32-C. Completion of SF-50 for Cancellations and Corrections 15

Table 32-D. Remarks Required on Correction Actions 16

Table 32E Authority and Authority Code Required on Cancellation Actions 17

Table 32-F. Remarks Required on Cancellation Actions 18

Table 32-G. Remarks Required on Replacement and Newly Required Actions 19

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations 19

Coverage

Provides instructions to correct or cancel previously issued actions, replace cancelled actions and for processing personnel actions that provide interim relief for employees who prevail in initial actions before the Merit Systems Protection Board (MSPB).

1. Information

a. A correction changes information shown on an earlier action on which an error occurred or adds information omitted from an earlier action. A correction does not alter the fact that an action occurred, it only changes the way in which it occurred or was documented on the SF-50.

b. A cancellation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains inappropriate or erroneous remarks.

c. A replacement action takes the place of a cancelled SF-50 when:

i. Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or

ii. The original action was cancelled because it contained erroneous information, but was otherwise a valid action; or

iii. The original action was cancelled because it in some way reflected the effects of another personnel action that was also cancelled (e.g., FEGLI change that reflects a wrong grade because a CLG was cancelled).

d. A newly required action is required because of a decision or a cancellation. For example, a change to lower grade is cancelled, thus returning employee to their prior grade. If the employee would have received a within-grade increase (WGI) if they had remained in the prior grade, the action to document the WGI is a newly required action.

2. SF-50 Preparation

a. The employee's current servicing personnel office is responsible for preparing cancellation actions, correction actions, replacement actions, and newly required actions regardless of where the person was employed on the date when the action was or should have been effective. This means the agency that finds an error on a personnel action processes a 002/Correction action to correct it, no matter when or by whom the error was made. Use Table 32-A, Table 32-B, and Table 32-C to determine when actions are required, the number of actions that must be processed, and the SF-50 blocks that must be completed.

b. Identify the agency that prepares the cancellation, correction, or replacement action in the Agency Code block and the Personnel Office block; show the date on which the cancellation, correction, or replacement action is approved in the Approval Date block of the SF-50.

3. Correction Action

a. If an error appears on only one SF-50, process a single 002/Correction to change. If an error appears on more than one, you may process either a 002/Correction for each SF-50 on which the error appears or you may prepare a single 002/Correction to change the most recent SF-50 on which the error appears. If you prepare a single correction, use remark C12 to identify the other SF-50s to which the correction applies. Follow instructions in Figure 32-1 to complete the SF-52/SF-50.

b. Determine if the correction action affects any other personnel action(s) in the OPF, or affects the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the OPF to see if they contain incorrect data. If so, correct the actions and records. Consult the Privacy Act office about the proper procedures.

c. For additional processing action instructions, see Chapter 4.

4. Cancellation Actions

a. Follow the instructions in Figure 32-2 to complete the SF-52 and SF-50.

b. Determine if the cancellation action affects any other personnel action(s) in the OPF, the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the OPF to see if they now contain erroneous information. If so, take the necessary action to ensure records contain accurate information. Consult the Privacy Act office about the proper procedures.

c. Follow your agency's instructions to change the record in your agency's record system, making sure to delete all actions or blocks referring to a cancelled action. When a replacement action is required to erase the effects of a cancelled action, record only the replacement action, make no reference to the cancelled action.

d. Unless specifically instructed to do so by the agency that issued the decision, do not file the cancellation action in the OPF. Instead, remove the personnel action (SF-50) being cancelled, the related SF-52, and supporting documents from the OPF. If the cancellation results from an appeal, grievance, or complaint, file the cancellation SF-50 (as well as the material removed from the OPF) in the appeal, grievance, or complaint file. Otherwise, destroy the OPF material removed.

NOTE: When an employee is appointed improperly through no fault of their own and OPM cannot regularize the appointment, the agency must separate the employee. The

Comptroller General has ruled that in these cases, if the employee served in good faith, the employee does not lose the pay and the service credit earned on the improper appointment. To ensure the employee receives credit for this service in the future, retain both the original SF-50 and the cancellation in the OPF.

e. Distribute the remaining SF-50 copies according to your agency's instructions. When the cancellation is effectuated by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action and ask that it be forwarded to the appropriate offices, e.g., the payroll office. Send with the SF-50, a copy of the decision that was the basis for the action, as well as any other forms related to the action.

5. Newly Required and Replacement Actions

a. When an action is newly required by a decision, or is a replacement for a cancelled action, refer to Table 32-A and Table 32-G, and the chapter that covers the action to be processed to select the NOA, legal authority, and remarks. For example, if a within-grade increase is newly required, follow the instructions in Table 32-A, Table 32-G, and Chapter 17; if a reassignment action replaces a removal that has been cancelled, follow the instructions in Table 32-A, Table 32-G, and Chapter 14. Never place on a newly required or a replacement action any references to the appeal, complaint, or decision that resulted in the need for the action. Always use the current edition of the SF-50 and the instructions in this Guide to process replacement and newly required actions.

b. If, on the effective date of the action, the agency would not have had appropriate authority to take the necessary action (e.g., the decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), cite "HAM/5 CFR 250.101" as the legal authority. This is a general "do what the decision says" authority. Its use avoids the need to cite a specific order or decision that would identify more specifically the employee's original complaint and result in irrelevant information being placed on the SF-50 and in the OPF. This protects the employee's privacy and satisfies the usual intent of decisions.

6. Actions to Provide Interim Relief

Follow the instructions in Table 32-A to process actions to provide interim relief.

Figures

Figure 32-1. Special Instructions for Processing Correction Actions

Note: Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to OPM. Under no circumstances may an agency do so to correct SF-50 information required by or reported to OPM.

Nature of Action

The NOAC/NOA for corrections are 002/Correction plus the NOAC/NOA of the action being corrected. For example, if a promotion is being corrected, enter the following in blocks 5A and 5B and 6A and 6B of the SF-52:

5A	5B	6A	6B
002	Correction	702	Promotion

If the NOAC/NOA on the original SF-50 are being corrected, show the correct NOAC and NOA in blocks 6A and 6B. Then, explain the correction in the remarks block. For example: "Correct blocks 6A and 6B (blocks 5A and 5B on original action) from 703/Promotion NTE." When the action being corrected was effective prior to the implementation of this Guide, the NOAC/ NOA being corrected may not be ones that are still in use. When this happens, use remark C30:
"NOAC and NOA shown on original action are no longer in use."

Authority

No authorities or codes are needed in blocks 5C–5F. Enter the LAC and authority of the action being corrected in blocks 6C–6F. If there is no correction to the code or authority, repeat these entries as they appeared on the original action. When the action being corrected was effective prior to the implementation of a legal authority code, it will not have had a LAC and may not have had an authority. When this happens, use the code and authority that are required for the current action processed under the instructions. If the authority(ies) or code(s) are being corrected, enter the correct one(s) in blocks 6C–6F and use remark C11 to explain what was corrected. For example: "Corrects blocks 6C and 6D (5C and 5D on original action) from (enter the LAC/Authority)."

Effective Date

With one exception, the effective date is the same as that shown on the original SF-50 (the one being corrected). Exception: If the effective date on the original SF-50 was wrong, show the correct effective date in block 4 on the correction SF-50. Then, explain the correction in the remarks block. Example: "Corrects block 4 from 05-13- 22."

Remarks

Use Table 32-D to select required remarks to explain the correction(s).

When a remark is corrected or deleted, enter remark C18 in block 45 to explain. Example: "Corrects block 45 to read: …" Use the chapter that covers the original action to determine which remarks are required.

When block numbers on the original action differ from the block numbers in which the corrected data appear, reference both numbers in the remarks that are used to explain the correction; list first the block number in which the data appear on the correction action and then, in parentheses, the block number in which the data appeared on the original action.

Examples

"Corrects block 6A and 6B (5A and 5B on original action) from…"

"Corrects block 45 (37 on original action) to read…"

Other SF-50 Data Elements

If an error appears in an SF-50 data element other than one listed above, enter the correct information in the corresponding block on the correction action. Use remark C11 to explain each correction and repeat the remark for each block being corrected. Example: "Corrects block 31 from '05-18-22.' Corrects block '24' from '2.'Corrects block 32 from 'P Part-time.'"

Figure 32-2. Special Instructions for Processing Cancellation Actions

Nature of Action

The NOAC and NOA for all cancellations are 001/Cancellation, plus the NOAC and NOA of the action being cancelled. For example, if a suspension is cancelled, enter the following in blocks 5A and 5B and 6A and 6B of the SF-52:

5A	5B	6A	6B
001	Cancellation	450	Suspension NTE (date)

Authority

Use Table 32-E to select the appropriate code(s) and authority(ies); enter them in blocks 5C-5F.

Remarks

Use Table 32-F to select the appropriate remarks to explain the cancellation action. Do not repeat the remarks from the original SF-50 (the one being cancelled) on the cancellation.

Figure 32-3. Actions to Provide Interim Relief

Figure 32-3 is removed and incorporated into Table 32-A. Corrections, Cancellations, Replacement, Newly Required and Interim Relief Actions rules 9-22.

Tables

Table 32-A. Corrections, Cancellations, Replacement, Newly Required, and Interim Relief Actions

Rule	If (See Notes 1 and 2)	And	Then	And	Notes	Remarks
1	Action has been determined to be improper	It must be rescinded, withdrawn, or expunged from employee's records	Issue 001/Cancellation.		1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or a newly required action is earlier than 01/01/82. 2. Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to OPM. However, under no circumstances may an agency "x" out or use pencil, pen and ink, "white-out," or erasures to correct SF-50 information that is required by or reported to OPM.	Use as many remarks as are applicable
2	Errors appear in SF-50 data that are required by or reported to OPM		Issue 002/Correction.			
3		Errors appear in the "Remarks" block	Issue 002/Correction, showing **only** the correct remarks.	Make **no** reference on the action to the incorrect remark.		
4		The exact same error(s) appear(s) on more than one previous action	Issue 002/Correction for the most recent SF-50 on which the error(s) appear(s).	Make sure that all entries on the correction pertain to the action identified by the nature of action on the correction.		
5	Errors appear only in SF-50 information that is **not** required by or reported to OPM (e.g., position number or appropriation code)		Correction SF-50 is **not** required by OPM.	The error may be corrected in pen and ink on the SF-50 or the agency may correct the errors on an SF-50 with a 900 series nature of action.		
6	A correction action should not have been processed because data on the original action were correct		Issue a second 002 action to correct the **original** action.	Use remark code C11 to indicate that the block is being corrected from the documentation on the first correction. For example: The Service Computation Date on a 130/Transfer was 04-09-22. A 002/Correction was issued to change it to 04-12-22. Now you decide that the original date was correct. Prepare another correction with 002/Correction in blocks 5A-B and 130/Transfer in blocks 6A-B. Enter in Remarks, "Corrects block 31 from 04-12-22."		

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	If (See Notes 1 and 2)	And	Then	And	Notes	Remarks
7	Action that was cancelled must be replaced		Issue SF-50 with the nature of action, authority, and effective date that would have been used if action had been processed properly to begin with. Identify in blocks 46-50 the office that processes the replacement action, the date it is approved by the appointing official in that office, and the title of that official.	Make no reference to the action that was cancelled or to the reason for the replacement action.	1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or a newly required action is earlier than 01/01/82.	Use as many remarks as are applicable
8	Action is newly required as a result of a cancellation		Prepare action using the nature of action, authority, and effective date that would have been used if action had been processed as it should have been. Enter in block 49 the date on which the appointing official actually approved the newly required action.	Make no reference to the reason the action is just now being processed.		

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	IF	And	Then	And	Notes	Remarks
9	Interim relief is required	The employee, annuitant, or applicant is placed **in pay and duty status.**	Process SF-50 with NOA **199/Interim Appt**, cite legal authority **R9N/**5 CFR 772.102(a). For employee/annuitant, show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits**.** For applicant, show the tenure, FEGLI, and retirement that are applicable to the appointment for which the applicant applied. Use Secondary LAC "**ZBB**" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58). **(See Notes 1 and 2)**	For annuitant, notify OPM **(See Note 4)**	1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See the FEGLI Handbook 4. To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001.	A25 and as many remarks as are applicable. See Table 32 H.
10	Interim relief is required	The employee, annuitant, or applicant is placed in paid ***nonduty* status** because agency determines their return to duty or presence would be unduly disruptive to the work environment	Process SF-50 with NOA **198/Interim Appt in Nonduty Status**, cite legal authority **R9R/**5 CFR 772. For employee/annuitant, show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits**.** For applicant, Show the tenure, FEGLI, and retirement that are applicable to the appointment for which the applicant applied. Use Secondary LAC "**ZBB**" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58). **(See Notes 1 and 2)**	For annuitant, notify OPM **(See Note 4)**		
11	Interim relief is required	Employee who was placed in nonpay/non-duty status (e.g., suspended) is being returned to pay and duty status.	Process SF-50 with NOA **292/RTD**, cite legal authority **R9N**/5 CFR 772.102(a). **(See Note 1)**			

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	IF	And	Then	And	Notes	Remarks
12	Interim relief is required	Employee who was placed in nonpay/non-duty status is being returned to pay status but not to duty status because agency determines employee's presence would be unduly disruptive to the work environment.	Process SF-50 with NOA **293/Return to Pay Status**, cite legal authority **R9R**/5 CFR 772. Use Secondary LAC "**ZBB**" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58). **(See Note 1)**		1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.	A25 and as many remarks as are applicable. See Table 32 H.
13	Interim relief is required	Employee appealed denial of a GS within-grade increase (WGI)	Process SF-50 with NOA **867/Interim WGI**, citing legal authority **Q9K**/5 CFR 531.414(a). Use Secondary LAC "**ZBB**" for actions in support of the Infrastructure Investment and Jobs Act (PL 117- 58). **(See Note 1)**			
14	Interim relief is required	Employee who remained on the rolls in pay and duty status appealed another action (for example, change to lower grade) or agency's failure to take an action (for example, failure to promote).	Process SF-50 for action directed by the decision, and cite legal authority **R9N**/5 CFR 772.102(a). **(See Note 1)**			

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	IF	And	Then	And	Notes	Remarks
15	If Interim relief was processed under rule 32A-9, 32A-10, 32A-11, or 32A-12.	Employee, annuitant, or applicant prevails on review by the full board or when initial decision becomes final.	Cancel SF-50 that provided interim relief. If applicable cancel the action placing the employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status. Also cancel the original separation. Process SF-50 with NOA **001/Cancellation** and cite legal authority **AGM/(MSPB decision number and date)** for each cancellation required by these instructions. For newly required or replacement actions, **cite the authority** required by the appropriate chapter. Place no reference to the appeal, MSPB decision, or Whistleblower Protection Act of 1989 on a newly required or replacement action(s). Process all actions that should have occurred as the result of the decision. For annuitant, notify OPM **(See Note 4)** Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.		4. To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001.	Use as many remarks as are applicable. See Table 32 H.
16	If Interim relief was processed under rule 32A-13 (Interim WGI)	Employee prevails on review by the full board or when initial decision becomes final.	Cancel this SF-50 and replace it with an **893/WGI** effective on the date of the appellate decision ordering interim relief. **Use Table 17-A to select the authority code and authority.** Cancel any SF's 50 showing the step/salary resulting from the decision. Process **001/Cancellation**. Cite **AGM/(MSPB decision number and date)** for each cancellation required by these instructions. For newly required or replacement actions, **cite the authority** required by the appropriate chapter. Place no reference to the appeal, MSPB decision, or Whistleblower Protection Act of 1989 on a newly required or replacement action(s).			
17	If Interim relief was processed under rule 32A-14 (employee remained on rolls in pay and duty status)	Employee prevails on review by the full board or when initial decision becomes final.	Cancel the SF-50 that provided interim relief. Process **001/Cancellation**. Cite **AGM/(MSPB decision number and date)** for each cancellation required by these instructions. For newly required or replacement actions, **cite the authority** required by the appropriate chapter. Place no reference to the appeal, MSPB decision, or Whistleblower Protection Act of 1989 on a newly required or replacement action(s). If employee appealed an action that occurred (for example, change to lower grade), cancel it and all subsequent actions. Replace with the action that should have occurred; process all other actions that should have occurred since that date. If employee appealed agency's failure to take an action (e.g., failure to promote), process action ordered by final decision, as well as all others that should have occurred since that date. Cancel all SF 50s processed since that date, that do not reflect the decision.			

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	IF	And	Then	And	Notes	Remarks
18	If Interim relief was processed under rule 32A-9 or 32A-10	Agency prevails or employee requests or agrees with agency that interim relief should be cancelled.	Separate employee using NOA **357/Termination action**, and cite legal authority **R9Q/**5 CFR 772.102(b)(3).			Use as many remarks as are applicable. See Table 32 H.
19	If Interim relief was processed under rule 32A-9 or 32A-10	The agency prevails. And The employee did not request or agree to cancellation.	Separate employee using NOA **357/Termination action**, and cite legal authority **AGM "(MSPB decision number and date)**".			
20	If Interim relief was processed under rule 32A-11 or 32A-12	Agency prevails or employee requests or agrees with agency that interim relief should be cancelled **and** employee already would have returned to duty.	If employee already would have returned to duty, cancel the SF-50 that provided interim relief. Replace it with a **292/RTD SF-50** effective on the day following the original not-to-exceed (NTE) date; use **Table 16-C to select the authority code and authority.** Cancel any other SF-50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. If employee would still be in nonpay/nonduty status had the employee not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. Cite **AGM/(MSPB decision number and date).** If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite **R9Q/**5 CFR 772.102(b)(3).			

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

Rule	IF	And	Then	And	Notes	Remarks
21	If Interim relief was processed under rule 32A-11 or 32A-12	Agency prevails or employee requests or agrees with agency that interim relief should be cancelled. And employee would still be in nonpay/nonduty status had the employee not prevailed on the initial decision.	Process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status using the same NOA as the original action. For legal authority: If action is based on MSPB finding in the Agency's favor, cite AGM/(MSPB decision number and date) as the legal authority. If action is based on employee requesting termination of interim relief or agrees with agency that it should be cancelled, cite legal authority R9Q/5 CFR 772.102(b)(3).			Use as many remarks as are applicable. See Table 32 H.
22	If Interim relief was processed under rule 32A-13 (Interim WGI)	Agency prevails or employee requests or agrees with agency that interim relief should be cancelled.	Process SF-50 for an **868/Termination of Interim WGI**, cite **Q9M/**5 CFR 531.414(c). Show in blocks 19 & 20 the step employee held prior to the 867 action and the salary for that step. Effective date is the date of the Merit Systems Protection Board's (MSPB) decision.			Cite remark **N61** in block 45 Per 5 CFR 531.223(f). And use as many remarks as are applicable. See Table 32 H.
23	If Interim relief was processed under rule 32A-14 (employee remained on rolls)	Agency prevails or employee requests or agrees with agency that interim relief should be cancelled.	Process SF-50 to return employee to pre-decision status (for example, change to lower grade if decision moved employee to a higher grade or reassignment if it moved employee to a different position at the same grade.) Cite **R9P**/5 CFR 772.102(b).			Use as many remarks as are applicable. See Table 32 H.

Table 32-B. Actions to Affect Cancellations and Corrections

Rule	If	And	Then	And	Notes	Remarks
1	Only one action was processed on the original SF-50	That action needs to be cancelled	Process one 001/ Cancellation action.	Remove action being cancelled from OPF and place a copy of the Cancellation SF-50 in the appropriate OPF subject file (e.g., if cancellation is the result of a decision on an adverse action appeal, place in subject file for the appeal).	1. When employee is entitled to credit for service on an improper appointment, retain both the original SF-50 and the cancellation action in the folder.	Use as many remarks as are applicable
2		That action needs to be corrected	Process one 002/ Correction action.	File OPF copy of correction in OPF on top of the action it corrects.		
3	Two actions were processed on the original SF-50	Both actions need to be cancelled	Process two SF 50s: an 001/Cancellation action for each of the actions on the original SF-50.	Remove actions being cancelled from OPF and place copies of the Cancellation SF-50s in the appropriate OPF subject file(s) (e.g., if cancellations are the result of a decision on an adverse action appeal, place in subject file for the appeal)		
4		Only one action needs to be cancelled		Prepare a replacement SF-50 to provide a record of the "good" action. Remove original SF-50s from OPF (see Rule 3 above) and file replacement SF-50 in OPF.		
5	Two actions were processed on the original SF-50	The errors or omissions appear only in blocks 5A-5F (first nature of action and authority) or 45 (remarks)	Process one 002/ Correction action.	File the OPF copy of the correction in OPF on top of the SF-50 it corrects.		
6		The errors or omissions appear only in blocks 6A-6F (second nature of action and authority) or 45 (remarks)				
7		The errors or omissions appear in both blocks 5A-5F and 6A-6F (first and second natures of action and authorities)	Process two 002/ Correction actions.	File OPF copies of corrections in OPF on top of the SF-50 they correct.		
8		The errors or omissions appear in blocks 1-4, 7-44, or 46-50				

Table 32-C. Completion of SF-50 for Cancellations and Corrections

Rule	If	Then	Notes	Remarks
1	Action being corrected is an appointment	Prepare complete SF-50. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. (See notes 1 and 2)	1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action. 2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If an SF-52 was used, this usually will be the date on which the appointing official signed block C2 of the SF-52.	Use as many remarks as are applicable.
2	Action being corrected is a conversion to appointment			
3	Action being corrected is not described in Rules 1 and 2	Correction can be processed with either a "skeletonized" SF-50 or a complete SF-50. When a "skeletonized" SF-50 is used, complete the following blocks: 1. Name 2. SSN 3. Date of Birth 4. Effective date of action being corrected 5-A. Enter "002" 5-B. Enter "Correction" 6A-6B. Enter correct NOA and NOAC for action being corrected 6C-6F. Enter correct authorities and codes for action being corrected Any blocks in which information is being corrected. 45. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. 46-47. Employing department or agency and code 48. Personnel Office ID 49-50. Signature, title, and date (See notes 1 and 2)		
4				
5	Action is being cancelled			

Table 32-D. Remarks Required on Correction Actions

Rule	If the Correction Is to	And	Required Remarks (See Note 1)	Notes	Remarks
1	Delete, add, or change a remark		C18	1. See Table 32-H to translate codes into actual remarks. 2. Agencies do not have the authority to approve a variation. All variation requests must be submitted by the agency's headquarters level to OPM for approval. Agencies may direct questions regarding a request for a variation to OPM's policy office at employ@opm.gov. For guidance on cancelling an improper action, see Table 32-F.	Use as many remarks as are applicable
2	Change information (other than a remark) that is erroneous		C11		
3		The same error appears on one previous SF-50	C11, C08		
4		More than one previous SF-50 has the same error(s)	C11, C12		
5		The correction action is also used to correct different error(s) on previous action(s)	C11, C13		
6		The correction action is used to also add information omitted on a previous SF-50	C11, C09		
7	Add information other than a remark that was omitted		C17		
8		The same error appears on one previous SF-50	C17, C08		
9		More than one previous SF-50 has the same error(s)	C17, C12		
10		The correction action is used to also correct different errors on more than one previous SF-50	C17, C13		
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10		
12	Give employee benefit of highest previous rate of pay		C19, P01		
13	Document a variation approved by OPM under 5 CFR 5.1 (See note 2)		M80, C21		

Table 32-E Authority and Authority Code Required on Cancellation Actions

Rule	If the Cancellation Is Ordered or Directed by	And the Employee	Then LAC Is	Authority Is	Notes	Remarks
1	The Merit Systems Protection Board (MSPB)	Is entitled to backpay	AGM and VWL	(Cite MSPB decision number and date) and 5 USC 5596		Use as many remarks as are applicable
2		Is not entitled to backpay	AGM	(Cite MSPB decision number and date)		
3	The Office of Personnel Management (OPM)	Is entitled to backpay	ADM and VWL	(Cite OPM directive and date) and 5 USC 5596		
4		Is not entitled to backpay	ADM	(Cite OPM directive and date)		
5	The Equal Employment Opportunity Commission (EEOC)	Is entitled to backpay	ARM and VWL	(Cite EEOC decision number and date) and 5 USC 5596		
6		Is not entitled to backpay	ARM	(Cite EEOC decision number and date)		
7	A court or an agreed-upon out-of-court settlement	Is entitled to backpay	ASM and VWL	(Cite the court decision number and date) and 5 USC 5596		
8		Is not entitled to backpay	ASM	(Cite the court decision number and date)		
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to backpay	AXM and VWL	(Cite the official decision and date) and 5 USC 5596		
10		Is not entitled to backpay	AXM	(Cite the official decision and date)		
11	The head of the employing agency or their designee	Is entitled to backpay	UNM and VWL	(Cite agency directive or order, and date) and 5 USC 5596		
12		Is not entitled to backpay	UNM	(Cite agency directive or order, and date)		
13	An appointing officer under their delegated authority to take action on personnel matters, including the cancellation of actions that were processed in error	Is entitled to backpay	ATM and VWL	5 USC 302 and 5 USC 5596		
14		Is not entitled to backpay	ATM	5 USC 302		

Table 32-F. Remarks Required on Cancellation Actions

Rule	If the Personnel Action Being Cancelled Is	And the Corrective Action Is (See Note 1)	And Employee Is	Required Remarks (See Note 2)	Notes	Remarks
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28	1. If a replacement SF-50 is prepared, see Table 32-G. 2. See Table 32-H to translate codes into actual remarks. 3. If OPM approves an agency's request for a variation and the action will not be cancelled, see Rule 13 of Table 32-D for guidance on correcting the personnel action.	Use as many remarks as are applicable
2			Not entitled to back pay	C02		
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28		
4			Not entitled to back pay	C03		
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28		
6			Not entitled to back pay	C03		
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28		
8			Not entitled to back pay	C07		
9		Resignation		C14		
10	Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27		
11			Not entitled to back pay	C06		
12		Retroactive change to intermediate grade	Entitled to back pay	C04 and C27		
13			Not entitled to back pay	C04		
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28		
15			Not entitled to back pay	C14		
16		Cancellation of the entire action	Entitled to back pay	C14, C27, C28		
17			Not entitled to back pay	C14 and C28		
18	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" (See note 3)	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21		
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27		
20			Not entitled to back pay	C14		

Table 32-G. Remarks Required on Replacement and Newly Required Actions

Rule	If the SF-50 Is a	And Is Prepared by	Required Remarks (See Note 1)	Notes	Remarks
1	Replacement action	The same office that issued the action being cancelled	C15	1. Use Table 32-H to translate codes into actual remarks.	Use as many remarks as are applicable
2		A different office than the one that issued the action being cancelled	C15, C16		
3	Newly required action	The same office that serviced the employee on the effective date of the action	[none]		
4		A different office than the one that serviced the employee on the effective date of the action.	C16		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations

Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."	1. Repeat the remark for each SF-50 block being corrected. 2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected. 5. "To" date is the date of the action immediately preceding the one being corrected.
2	C03	Retroactive restoration.		
3	C04	Retroactive change to intermediate grade, level, or band.		
4	C06	Retroactive change to former grade, level, or band.		
5	C07	Retroactive change to lower grade, level, or band.		
6	C08	Also corrects same block(s) on personnel action (code and nature of action) dated (date).	"Also corrects same block on personnel action 702/Promotion dated 11-27-22." (See note 2)	
7	C09	Also corrects (code and nature of action) effective (date), block (number), to add ( ).	"Also corrects 100/Career Appt effective 08-07-22, block 34, to add '1'." (See notes 1 and 2)	
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17-22 to avoid a break in service when employee was appointed by Department of Agriculture."	
9	C11	Corrects block (number) from ( ).	"Corrects block 3 from 05-18-22." (See note 1)	
10	C12	Also corrects same block(s) on all previous actions from (date) to (date).	"Also corrects same blocks on all previous actions from 05-10-22 to 11-12-22." (See notes 2 and 5)	
11	C13	Also corrects personnel action (code and nature of action), effective (date), block number ( ) from ( ).	"Also corrects 170/Exc Appt, effective 10-16-22, block number 24, from '3'." (See notes 1 and 2)	
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension."	
13	C15	This Notification of Personnel Action replaces a previously executed one.		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations, Continued

Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by Defense Information Systems Agency, Fort Meade, MD. "	1. Repeat the remark for each SF-50 block being corrected. 3. See Chapter 6, for instructions on how to obtain guidance for determining the purposes for which service may be credited.
15	C17	Completes block (number) which was omitted.	"Completes block 33, which was omitted." (See note 1)	
16	C18	Corrects block (number) to read: (enter only the correct remarks).		
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.		
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF-50 being cancelled must be retained permanently in the employee's OPF.		
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for: (list purposes for which employee will receive service credit).	"Service from 11-07-22 through 12-02-22 may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for completion of initial appointment probation." (See note 3)	
20	C27	Entitled to backpay under 5 USC 5596.		
21	C28	Active duty begins (date).	"Active duty begins 01-03-22."	
22	C30	NOA and NOACs shown on original action are no longer in use.		
23	M80	Variation under 5 CFR 5.1 approved by OPM on (date).		
24	P01	Previously employed at (pay plan; grade, level, or band; rate).		
25	A25	This action provides relief required by P.L 101-12, pending final decision of the MSPB.		

Chapter 33: Documentation of Volunteer Service

Contents

1. Coverage....2
2. Documentation of Volunteer Service....2
3. Agency Agreements with OPM....2

1. Coverage

Provides instructions for documenting service performed without compensation by volunteers.

2. Documentation of Volunteer Service

Volunteers do not receive Federal appointments. As their service is not reported to EHRI, an SF-52/50 is not used to document volunteer service and the GPPA does not apply.

Agencies are responsible for determining how to document volunteer service (e.g., self-developed forms, letters, etc.). Agencies must clearly inform volunteers of the nature of their service with respect to availability of any employee benefits. To fulfill this requirement, OPM recommends the written communication contain language such as:

- **Student Volunteer:** Under 5 USC 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation, programs to encourage commuting in other than single occupancy vehicles, and law related to the Tort Claims Act. Service is not creditable for any other employee benefit.
- **Volunteer Other than Student.** Service is not creditable for federal benefits.

Agencies will determine if additional information is required to aid in responding to future requests for service documentation. The written communication should include:

- name of agency and office;
- position title;
- duty location; and,
- days/hours on duty

Likewise, when volunteer service is concluded, written communication should include:

- inclusive dates of service and total days or hours worked; and
- guidance on how the agency may be contacted regarding future requests to obtain documentation as the Agency is responsible for responding to requests from former volunteers for documentation of volunteer service.

3. Agency Agreements with OPM

All previously negotiated agreements with individual agencies regarding their volunteer programs are void. These agreements are no longer necessary as agencies are responsible for determining the practice to be utilized. Agencies may opt to continue the practices in those agreements or change them as deemed appropriate.

Glossary

A 2
B 4
C 5
D 8
E 10
F 12
G 13
H 14
I 15
J 16
L 16
M 18
N 19
O 19
P 20
Q 24
R 24
S 28
T 32
U 34
V 34
W 35

A

ABANDONMENT OF POSITION

When an employee fails to report for duty and does not submit a resignation.

ABSENCE WITHOUT LEAVE (AWOL)

A non-pay status that covers an absence from duty which has not been approved.

ABSENT – UNIFORMED SERVICE (Absent-US)

When an employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Absent-US was previously called LWOP-US. 38 USC 43

ACCESSION

The process of adding an employee to the rolls of an agency, that results in the addition of an employee to the agency's staff. Accession is distinct from other personnel actions such as appointments, which involve the formal process of hiring individuals for a specific position within the agency.

ACTIVE DUTY OR ACTIVE MILITARY DUTY

Full-time duty with military pay and allowances in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the United States under title 10 USC, or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under title 32, USC, is not creditable." Full-time duty with military pay and allowances in the Armed Forces. Active duty includes "annual" active duty for training but excludes weekend Reserve duty. (creditable service for leave accrual and RIF purposes only)

ADJUSTED BASIC PAY

The rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work creditable as basic pay for retirement purposes, excluding any type of premium payment or differential triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes special rate supplements under 5 CFR 530 (C) and locality payments under 5 CFR 531 (F).

ADMINISTRATIVELY UNCONTROLLABLE OVERTIME (AUO)

Premium pay paid on an annual basis to an employee in a position in which the

hours of duty cannot be controlled administratively and which requires substantial amounts of irregular or occasional overtime work. Premium pay is determined as an appropriate percentage, not less than 10 percent nor more than 25 percent, of the employee's rate of basic pay. 5 CFR 550.151

ADVERSE ACTION

A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. 5 USC 75 and 5 CFR 752

AGENCY

Any department or independent establishment of the Federal Government, including a government-owned or controlled corporation, that has the authority to hire employees in the competitive, excepted, and Senior Executive Service.
Examples:

- Department of Transportation
- Small Business Administration
- Federal Trade Commission

NOTE: The Departments of Army, Navy, and Air Force are individual agencies.

ANNUITANT

A retired person receiving an annuity or meeting the legal requirements and has filed claim for annuity.

ANNUITY

The annual sum that is payable to a former employee who has retired.

APPEAL RIGHTS

An opportunity provided by law, Executive Order, regulation, or agency procedures to challenge an action by presenting evidence and/or calling witnesses before an official who has the authority to modify or rescind the action. The right to challenge an action through procedures designed to handle Equal Employment Opportunity Commission (EEOC) or Office of Special Counsel (OSC) complaints is not an "appeal right."

APPLICANT

A person who has asked to be considered for a job.

APPLICATION FORMS

The documents required for application to and employment in a federal position.

APPOINTEE

A person being hired for a position in an agency.

APPOINTING OFFICER

A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT (APPT)

A personnel action that brings an individual onto the rolls (staff) of an agency. See the definition of ACCESSION.

APPOINTMENT NOT TO EXCEED (NTE)

Includes temporary or limited appointments made for one year or less. 5 CFR 316

APPOINTMENT – STATUS QUO

An appointment that is used to keep an employee in a position when the position is moved into the competitive civil service and when the employee is not eligible for, or selected for, conversion to competitive service.

ARMED FORCES

The Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force. 5 USC 2101

AUTHORITY SUFFIX

See the definition of LEGAL AUTHORITY SUFFIX.

AVAILABILITY PAY

A special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA) and may not receive administratively uncontrollable overtime pay. 5 CFR 550

B

BREAK IN SERVICE

The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and RIF retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)

C

CALENDAR YEAR
The 12-month period beginning on January 1 and ending on December 31.

CANAL AREA (CA) APPOINTMENTS
Made under the Panama Canal Employment System. The system was established by the Panama Canal Act of 1979. 35 CFR 253 and 5 CFR 550.714

CANCELLATION
A personnel action that cancels or rescinds an earlier action that was improper, proper but contained references to an improper action, or contained remarks that are inappropriate or erroneous and should not have been recorded.

CAREER APPOINTMENT
Competitive service permanent appointment given to an employee who has completed at least 3 years of total creditable service. 5 CFR 315

CERTIFICATE
A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. 5 CFR 332

CERTIFICATION
The process by which OPM or an agency office with delegated examining authority submits certificates to appointing officers.

CHANGE IN HOURS
A change in the total number of hours during that day that a part-time employee is scheduled to work.

CHANGE IN WORK SCHEDULE
A change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules.

CHANGE OF APPOINTING OFFICE (CAO)
Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records.

CHANGE TO LOWER GRADE (also called "Demotion" and "Reduction in Grade")
Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and new positions are under the same type ungraded wage schedule or in a different pay-method category.

CIVIL PENALTY
A monetary penalty imposed when it has been determined the employee violated 5 USC 9202.

CIVIL SERVICE RETIREE
A person retired under the Civil Service Retirement System (CSRS).

CIVILIAN POSITION
A civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including non-appropriated fund instrumentalities (NAFI) under the jurisdiction of the Armed Forces) or in the government of the District of Columbia who were first employed by that government before October 1, 1987.

CIVIL SERVICE COMMISSION (CSC)
Formerly the Civil Service Commission. Now the U.S. Office of Personnel Management (OPM).

CIVILIAN RETIREE
A person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system.

CLASS OF POSITIONS
All positions sufficiently similar in (1) kind or subject matter of work, (2) level of difficulty and responsibility, and (3) qualification requirements for the work, to warrant similar treatment in personnel and pay administration. 5 USC 51

CLASSIFY
The selection and application of an appropriate guide or standard used in evaluating the duties and responsibilities to assign a title, series, and grade to a position.

COLLEGE GRADUATE HIRING AUTHORITY
Authority that allows agencies to use strategic recruiting to hire recent college graduates into competitive service positions at GS-11 and below. 5 CFR 315.614

COMPETITIVE AREA

A defined area established by an agency in which employees compete for retention during a RIF. 5 CFR 351.402

COMPETITIVE LEVEL

Consists of all jobs in a RIF competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity. 5 CFR 351.403

COMPETITIVE POSITION

A position in the competitive service.

COMPETITIVE SERVICE

All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by OPM under Rule VI, and that are not in the Senior Executive Service (SES).

COMPETITIVE STATUS

Basic eligibility for a noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive Order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the civil service rules and regulations. 5 CFR 212.301

CONSULTANT

One who serves in an advisory capacity to an officer or instrumentality of the government. 5 USC 3109

CONSULTANT POSITION

A position that requires the performance of purely advisory or consultant services, not including the performance of operating functions. 5 CFR 304

CONTINUANCE

The personnel action used to document that an employee has received a waiver from mandatory retirement or the extension of the NTE date of a previous waiver.

CONTINUED RATE OF PAY (Special Rate)

The rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment on top of a worldwide or nationwide special rate. 5 USC 5305

CONVERSION

The changing of an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: type of appointment under which the employee is serving, authority for the appointment, position on which the employee is serving, or not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

COOPERATIVE EDUCATION PROGRAM (CO-OP PROGRAM OR WORK STUDY PROGRAM)

Program under which a student alternates periods of education and federal employment under terms of an agreement between a school and a government agency. Agreements may provide for the student's permanent employment in the agency upon satisfactory completion of the education and work assignments required by the agreement. (The Co-Op Program was eliminated in December 1994 with the establishment of the Student Educational Employment Program, 5 CFR 213.3202(a)).

CORRECTION

Changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it changes the way in which it occurred or was documented.

CREDITABLE MILITARY SERVICE

The total number of years and months of military service, which may be limited for certain military retirees for annual leave accrual, that meets requirements for a particular type of appointment or benefit, such as annual leave accrual (5 USC 6303), RIF retention, or retirement. The amount of creditable military service may be different for each different purpose.

CREDITABLE SERVICE

Federal Government employment (civilian or uniformed service) that meets requirements for a particular type of appointment or benefit, such as annual leave accrual (5 USC 6303), RIF retention, or retirement. The amount of creditable service may be different for each different purpose. For annual leave accrual, it may also include certain non-Federal work experience provided at the agency head's discretion. (5 U.S.C. 6303(e)).

D

DECISION

A determination of a judicial, quasi-judicial, or administrative nature arrived at after consideration of all evidence, material issues of fact and applicable law, or a mutual

agreement by an agency and an employee to resolve matters in dispute.
Examples:

- Court order
- Agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), Federal Labor Relations Authority (FLRA), OPM, or the agency.
- Arbitral award or decision of an agency official which adopts the recommendations of an agency fact finder.
- Settlement agreement between an individual and an agency under circumstances other than those above.

DEFERRED RESIGNATION PROGRAM (DRP)

Provides eligible federal employees a paid transition period before their resignation becomes effective. Initially deployed in 2025, the program allowed employees to remain on paid administrative leave, during which they were generally not required to work in person and were exempt from reductions-in-force (RIF).

DEMOTION

See the definition of CHANGE TO LOWER GRADE.

DENIAL OF WITHIN-GRADE INCREASE

The decision to withhold (not grant) a within-grade increase to a GS employee because of a determination that the employee's performance is not at an acceptable level of competence. 5 CFR 531.409

DETAIL

A temporary assignment of an employee to a different position for a specified period, with the employee returning to their regular duties at the end of the detail. An employee who is on a detail is considered for pay and strength-count purposes to be permanently occupying their regular position. 5 USC 3341

DIRECT HIRING AUTHORITY (DHA)

OPM-approved agency recruiting plans which expedite recruitment of persons for appointments to positions in shortage occupations.

DISABILITY RETIREMENT PAY (from a uniformed service)

Money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

DISABLED VETERAN

A person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence

of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

DISCHARGE UNDER HONORABLE CONDITIONS

Either an honorable or general discharge from the Armed Forces. The term does not apply to the honorable discharge given to an enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

DISCONTINUED SERVICE RETIREMENT

See the definition of RETIREMENT, DISCONTINUED SERVICE.

DOMESTIC EMPLOYEE TELEWORKING OVERSEAS (DETO)

A U.S. Federal Government Civil Service or Foreign Service employee assigned to a domestic position who is approved to telework from an overseas location for a limited period of time.

DUAL COMPENSATION

Payment from more than one civilian office involving a total of more than 40 hours a week.

DUTY STATION

The governing city/town, county, and state or overseas location in which the employee works. For most employees, this will be the location of the employees' work site.

E

EFFECTIVE DATE

The date on which a personnel action takes place and on which the employee's official assignment begins.

EMERGENCY APPOINTMENT

An indefinite appointment made in a national emergency. 5 CFR 230(D)

EMPLOYEE PERFORMANCE FILE (EPF)

Performance appraisals and related records maintained in either a separate envelope in the Official Personnel Folder (OPF), a separate folder (in whatever office the organization designates), in a supervisor's work folder, on microfiche, in an automated personnel record system, or in any combination of such records maintenance systems. Whatever system or combination of systems the agency

chooses constitutes that agency's EPF system.

ENCUMBERED

An employee who occupies or is tied to a position, even when detailed to another position, for purposes of pay and benefits. 5 CFR 317.903

ENTRY ON DUTY (EOD)

The process by which a person completes the necessary paperwork and is sworn in as an employee.

EOD DATE

The date on which a person completes the necessary paperwork and is sworn in as an employee.

eOPF

Electronic Official Personnel Folder, an online system for managing federal employee personnel records.

EXCEPTED POSITION

A position in the excepted service. 5 USC 2103 and 5 CFR 213

EXCEPTED SERVICE

Includes all positions in the Executive branch of the Federal Government which are specifically excepted from the competitive service by or pursuant to statute, the President, or OPM, and which are not in the Senior Executive Service. An employee encumbering an excepted position is in the excepted service, irrespective of whether the employee possesses competitive status. 5 USC 2103 and 5 CFR 213

EXECUTIVE ORDER (E.O.)

A directive issued by the President.

EXPERT

A person who is specially qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the range of achievement of competent persons in that field. 5 CFR 304.102(d)

EXPERT POSITION

A position that cannot be satisfactorily performed by someone who is not an expert in that field.

EX-SERVICE PERSON

A person who was separated from active duty performed in peacetime or wartime. (A

person on active duty may be an ex-serviceperson because of separation from previous active duty.)

EXTENSION
The continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was affected.

F

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)
See 5 USC 87, 5 CFR 870, and Federal Employees Group Life Insurance Handbook (FEGLI Handbook)

FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHBP)
See 5 USC 89, 5 CFR 890, and FEHB Handbook

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) RETIREE
A person retired under the Federal Employees Retirement System.

FEDERAL GOVERNMENT SERVICE
The total of all periods of military and civilian service considered for retirement, RIF, and leave purposes.

FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA)
The Federal Insurance Contributions Act mandates a federal payroll contribution directed towards both employees and employers to fund Social Security and Medicare federal programs that provide benefits for retirees, people with disabilities, and children of deceased workers.

FEDERAL MERIT SYSTEM
A complete system of personnel selection and management based on an integrated set of personnel policies, procedures, and practices designed to accomplish three basic objectives: (1) recruit a competent work force; (2) ensure a stable work force ; and (3) provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM) SYSTEM
An OPM system for publishing personnel regulations, policy, and issuing instructions to federal agencies. The system was abolished effective 12-31-93.

FEDERAL WAGE SYSTEM (FWS)
The job-grading and pay system that applies to most trade, craft, and labor positions in agencies. Under this system, pay is adjusted according to the rates paid by private

industry for similar jobs in the same area. Included are federal employees in recognized trade or craft or skilled mechanical crafts, in unskilled, semi-skilled or skilled manual labor occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement. 5 USC 5342 and 5 CFR 532

FROZEN SERVICE

The total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

FULL RETIREMENT STATUS

A phased retiree who has ceased employment and is entitled, upon application, to a composite retirement annuity.

FULL-TIME WORK SCHEDULE

A full-time work schedule requires employees to work 40 hours during the work week.

FURLOUGH

The placement of an employee in temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, or for other non-disciplinary reasons.

G

GENERAL DISCHARGE

A discharge granted from the Armed Forces under honorable conditions.

GENERAL SCHEDULE (GS)

The classification and pay system that covers most civilian white-collar federal employees in professional, technical, administrative, and clerical positions across the government. Agencies establish GS positions and pay the GS employees filling those positions following guidelines outlined by statute and OPM regulations. The GS classification and pay system were established under the Classification Act of 1949, and are codified today in 5 USC 51, and 5 USC 5332, and 5 CFR 531.

GL PAY PLAN

Code for the GS classification and pay system covering employees who are law enforcement officers (LEOs) and receive special base rates at grades 3-10 under section 403 of the Federal Employees Pay Comparability Act of 1990 (FEPCA).

GM PAY PLAN

Code for the GS classification and pay system covering employees who are covered by

the Performance Management and Recognition System (PMRS) termination provisions of PL 103-89 (former PMRS employees).

GM WITHIN-GRADE INCREASE

An agency-awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the PMRS termination provisions of PL 103-89.

GP PAY PLAN

Code for the Physicians, podiatrists, and dentists covered by the GS classification system who receive market pay under 38 USC 7431 instead of locality pay under 5 USC 5304. (formally GS)

GR PAY PLAN

Code for the Physicians, podiatrists, and dentists covered by the PMRS termination provisions of PL 103-89 and who receive market pay under 38 USC 7431 instead of locality pay under 5 USC 5304. (formally GM)

GRADE

A class of positions which, although different with respect to kind or subject matter of work, are sufficiently equivalent as to level of difficulty, responsibility, and level of qualification requirements of the work, to warrant their inclusion within one range of rates of basic pay.

GRADE RETENTION

The right of an employee to retain for a period of two years, for pay and benefits purposes, the grade of the position from which the employee was reduced. 5 USC 5362 and 5 CFR 536

H

HEALTH BENEFITS

The health service and insurance programs established for federal employees. 5 USC 79 and 5 UCS 89.

HEARING

The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on its merits.

I

IMPROPER SERVICE OR IMPROPER ASSIGNMENT

Civil service or an assignment performed in a position or positions to which a decision says the employee should not have been assigned or performed during a period of improper separation from federal civilian service.

IN LIEU OF INVOLUNTARY ACTION (ILIA)

Acronym is used in certain NOAs. See the definition of RESIGNATION – ILIA.

INDEFINITE APPOINTMENT

A nonpermanent employee who is hired for an unlimited period of time.

INDUCTION

See the definition of ENTRY ON DUTY (EOD).

INJURY COMPENSATION

The compensation and medical care provided to civilian federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. 5 USC 81

INTERIM ACTION

A personnel action (e.g., promotion, appointment, return to duty, within grade increase) that provides relief for an employee who prevails in an initial action before the MSPB. It provides an employee with income during the continuation of the appeal process following the initial MSPB decision.

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT

Service when an employee works on less than a full-time basis with no prescheduled tour of duty. In the past, "WAE" was used on personnel documents to identify intermittent service.

INVOLUNTARY SEPARATION

A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.

Examples:

- RIF
- abolishment of position
- expiration of term of office
- lack of funds
- unacceptable performance (unless due to the employee's misconduct)

NOTE: See CSRS and FERS Handbook, Chapter 44 for discontinued retirement.

J

JOB DESCRIPTION
See the definition of POSITION DESCRIPTION.

JOB SHEET
See the definition of POSITION DESCRIPTION.

L

LEAD AGENCY
Under the FWS, an agency designated by OPM to plan and conduct wage surveys, analyze the survey data, determine, and issue required wage schedules for a wage area. 5 USC 5342, and 5 CFR 532

LEAVE, ANNUAL
Annual Leave

LEAVE, MILITARY
Leave of absence with pay provided to Reservists, members of the National Guard, and members of the Space Force in active status who perform certain types of active duty or inactive duty training. Members of the National Guard of the District of Columbia and military reserve technicians may also be eligible for military leave. 5 USC 6323

LEAVE, SICK
Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of their immediate family who is afflicted with a contagious disease. Sick Leave (General Information)

LEAVE WITH PAY (LWP)
An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)
A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request.

LEGAL AUTHORITY

The legal authority is the law, Executive Order, regulation, agency directive, or instruction under which a personnel action is taken.

LEGAL AUTHORITY SUFFIX

A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

- **CAA** = Action proposed under civil service adverse action procedures
- **CLG** = Change to Lower Grade
- **Comp** = Competitive
- **Decl** = Declined
- **Disp** = Displacement
- **EAA** = Action proposed under agency procedures which are equivalent to civil service adverse action procedures
- **Eq** = Equivalent
- **Exc** = Excepted Service
- **Inj** = Injury
- **Mil** = Military
- **Mix** = For mixed reasons (for both conduct and performance reasons)
- **MFD** = More than 14 days
- **NARS** = No Appeal Rights
- **Nonsupv** = Nonsupervisory
- **Nondisp** = Nondisciplinary
- **Not to Exceed = NTE**
- **OAA** = Action proposed under other adverse action procedures
- **OTD** = Over 30 days
- **Perf** = Performance
- **Preappt** = Pre-appointment
- **Prom** = Promotion
- **Prob** = Probationary
- **Reas** = Reassignment
- **Recert** = Recertification
- **Reclass** = Reclassification
- **Relo** = Relocation
- **RIF** = Reduction in force
- **T/F** = Transfer of Function
- **WTO** = Worker Trainee Opportunity Program

LIFE INSURANCE

The group life, death, and accidental dismemberment insurance available to federal

employees. 5 USC 87 and 5 CFR 870

LOCALITY PAYMENT

A locality-based comparability payment under 5 USC 5304 or equivalent payment under another authority.

M

MASS TRANSFER

The movement of an employee and the position encumbered to a different agency when an organization change (such as a transfer of function) takes place and there is no change in the employee's position, grade, or pay.
NOTE: A change in locality pay is not considered a pay change for the purposes of applying this definition.

MERGED RECORDS PERSONNEL FOLDER (MRPF)

SF-66-C is a file containing personnel records established both within and outside the scope of OPM's recordkeeping authority.

MERIT PAY SYSTEM

The pay system established under 5 USC 54 for GS employees in grades 13 through 15 who are in supervisory, managerial, or management official positions. The Merit Pay System replaced the PMRS, which was terminated on 11-01-93.

MERIT PROMOTION PROGRAM

See the definition of MERIT STAFFING PROGRAM.

MERIT STAFFING PROGRAM

The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition, with applicants being evaluated and ranked for the position on the basis of their experience, education, skills, and performance record. 5 CFR 335

MERIT SYSTEMS PROTECTION BOARD (MSPB)

An independent, quasi-judicial agency in the Executive branch that hears and decides certain employee appeals, such as for removals, reductions in grade or pay, and suspensions for more than 14 days.

MILITARY RETIREE

A person who has retired from the Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard.

MOBILIZATION

Readiness provisions for operating the FPS in time of national emergency. 5 CFR 230.401

N

NATURE OF ACTION (NOA)

Nature of action is a phrase that explains the action that is occurring (such as "appointment" or "promotion") when a personnel action is documented by an SF-50, Notification of Personnel Action.

NEWLY REQUIRED ACTION

A personnel action that is required because of a decision or cancellation.

NONAPPROPRIATED FUNDS INSTRUMENTALITY (NAFI)

The Army and Air Force Exchange Service; Army and Air Force Motion Picture Service; Navy Ship's Stores Ashore; and Navy, Marine Corps, and Coast Guard exchanges; and other instrumentalities of the U.S. under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by Congress and, for most purposes, are not considered to be federal employees. 5 USC 2105(c)

NONCOMPETITIVE ACTION

A promotion, demotion, reassignment, transfer, reinstatement, or appointment based on prior service. 5 CFR 210.102

O

OCCUPATIONAL CODE

See the definition of SERIES.

OFFICE OF PERSONNEL MANAGEMENT (OPM)

Serves as the chief human resources agency and personnel policy manager for the Federal Government.

OFFICIAL PERSONNEL FOLDER (OPF) (eOPF)

The official repository of records and reports of personnel actions effected during an employee's civilian government service, and documents and papers required in connection with such actions.

OPERATING MANUALS

OPM issuances that contain procedural guidance applicable to all agencies.

OTHER CREDITABLE SERVICE

The total number of years and months of service that is otherwise not creditable, including non-Federal work experience, that is made creditable by specific legislation for annual leave accrual purposes. 5 U.S.C. 6303(e)

OVERSEAS LIMITED APPOINTMENTS

Appointments of U.S. citizens who are recruited either overseas or in the U.S. for overseas employment. The appointments can be made (1) on an indefinite basis, (2) for a term or period not-to-exceed 5 years under programs for rotating career and career conditional employees between overseas areas and the U.S., or (3) on a temporary limited basis for a period not-to exceed one year.

P

PART-TIME SERVICE OR PART-TIME EMPLOYMENT

Employment on less than a full-time basis under a prescheduled regular tour of duty.

PART-TIME WORK SCHEDULE

A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY ADJUSTMENT

Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid, or a change in the pay system under which the employee is paid.

PAY PLAN

The pay system or pay schedule under which the employee's rate of basic pay is determined.

Examples:

- General Schedule (GS)
- Executive Schedule (EX)
- Leader under the Federal Wage System (WL)

PAY RATE DETERMINANT (PRD)

A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

PAY RETENTION ENTITLEMENT

The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied. 5 USC 5363 and 5 CFR 536

PENSION

Money paid by the Department of Veterans Affairs for disability that is not necessarily service-connected.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)

The pay system established under PL 98-615 to replace the Merit Pay System for GS employees in grades GS-13 through GS-15 in supervisory, managerial, or official management positions. PMRS was terminated 11-01-93 by PL 103-89.

PMRS MERIT INCREASE

An agency-awarded increase in rate of basic pay with no change in grade to an employee who was under the PMRS.

PERSONNEL ACTION

The process necessary to appoint, separate, or make other personnel changes.

PERSONNEL OFFICE IDENTIFIER (POI)

Identifies the federal civilian personnel office authorized to appoint and separate an employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

PHASED EMPLOYMENT

The less-than-full-time employment of a phased retiree.

PHASED RETIREE

A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and the employee has not entered full retirement status.

PHASED RETIREMENT PERIOD

The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.

PHASED RETIREMENT STATUS

A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.

PLACEMENT

Putting employees into jobs. This may be done by appointment of someone new to government; promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and reinstatement of a former employee.

POSITION

The work consisting of the duties and responsibilities assigned by competent authority for performance by an employee. 5 USC 5102 and 5 CFR 511

POSITION CHANGE

A move by an employee from one position to another during continuous service within the same agency. When the move establishes the employee's eligibility for grade retention, the NOA for the move is "Position Change." It is also called a "Position Change" when an employee who is already entitled to grade retention moves to another position at or below their retained grade. Moves when an employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments. 5 USC 5362

POSITION CHANGE NOT TO EXCEED (NTE)

The temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. For example, when a GS-07 employee whose retained grade is GS-09 is temporarily assigned to a position at GS-06 or GS-09, the nature of action is Position Change NTE.

POSITION CLASSIFICATION

The analysis and identification of a position and placing it under the position classification plan established by OPM. 5 USC 51

POSITION DESCRIPTION (PD)

A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE

The name of a position, e.g., "Secretary", "Civil Engineer," or "Human Resources Specialist."

POST-SECONDARY STUDENT HIRING AUTHORITY

Authority that allows agencies to hire certain post-secondary students into positions

in the competitive service on a temporary or term basis up to the GS-11 grade level. 5 CFR 316.901

PREFERENCE (VETERANS' PREFERENCE)

An employee's category of entitlement to preference in the federal civilian service based on active military service that was terminated honorably. 5 CFR 211

POINTS	TYPE	CODE	NOTES
5		TP	Preference eligibles with no disability rating
10	disability	XP	Disability rating less than 10%
10	compensable disability	CP	Disability rating of at least 10% but less than 30%
10	30% compensable disability	CPS	Disability rating of 30% or more
0	Other (derived)	XP	granted to an eligible spouse, widow/widower or parent (in certain circumstances) of a deceased or disabled veteran; in the case of disability, it can only be derived if the veteran is not using the preference

PREFERENCE ELIGIBLE

Veterans, spouses, widows, or parents who meet the definition of "preference eligible" in 5 USC 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil service examination (5 USC 3309). They are also accorded a higher retention standing in the event of a RIF (5 USC 3502). Preference does not apply, however, to in-service placement actions, e.g., promotions.

PREMIUM PAY

Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. 5 CFR 550

PREVAILING RATE SYSTEM

See the definition of FEDERAL WAGE SYSTEM.

PREVIOUS RETIREMENT COVERAGE

An indicator of whether the employee has at the time of most recent appointment to federal civil service, previously been covered by CSRS or FERS.

PROBATIONARY PERIOD

An employee's first year or two of service who is given a career or career-conditional

appointment. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. 5 CFR 315

PROMOTION

Personnel actions that change an employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule. Also used to make a temporary promotion permanent.

PROMOTION NOT TO EXCEED (NTE)

A promotion made on a temporary basis (5 CFR 335.102) or when an employee who is entitled to a grade retention is temporarily assigned to a position at a grade above the retained grade (5 USC 5362).

PROVISIONAL APPOINTMENT

A temporary appointment to a continuing position when the agency intends later to convert the employee into a non-temporary appointment and has the authority to do so. 5 CFR 316.403

PROVISIONAL APPOINTMENT NOT TO EXCEED (PROVISIONAL APPT NTE)

A temporary appointment made when the agency intends later to convert the employee to a non-temporary appointment when required conditions are met. Appointments designated as provisional provide eligibility for retirement coverage, health benefits, and life insurance. 5 CFR 316.403

Q

QUALIFICATIONS STANDARDS FOR GS

Also known as the GS Operating Manual and formerly as Handbook X-118. This document contains policy established by OPM for GS (or equivalent) white collar occupations in the Federal Government and is used by federal agencies to determine whether applicants meet the minimum requirements for positions being filled. General Schedule Qualification Standards

QUALITY (STEP) INCREASE (QSI OR QI)

An increase in employee's rate of basic pay through an additional within-grade increase granted for sustained high quality performance. 5 USC 5336

R

"RARE BIRD" POSITION

One where OPM has determined that the pay or duties of the position are such, or qualified people are so few, that it would not be in the interest of good civil service

administration to fill the position through open-competitive examination. 5 CFR 316.601

RATE OF BASIC PAY

The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime). For GS employees, a rate of basic pay is a GS base rate, a LEO special base rate (GL), a wildland firefighter special base rate (GW), or a retained rate – excluding any locality payment or special rate supplement. The rate of basic pay is expressed consistent with the applicable pay basis (e.g., annual rate for GS employees or hourly rate for FWS employees).

REALIGNMENT

The movement of an employee and the employees' position when a transfer of function or an organization change occurs, and the employee stays in the same agency, and there is no change in the employee's position, grade, or pay (including locality pay).

REASSIGNMENT

The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: movement to a position in a new occupational series, or to another position in the same series; assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; assignment to a position that has been redescribed as a result of position review; and movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

RECRUITMENT INCENTIVES

Payments made to newly appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. 5 USC 5753

REDUCTION IN FORCE (RIF)

The separation of an employee from a competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. 5 USC 35 and 5 CFR 351

REDUCTION IN GRADE

See the definition of CHANGE TO LOWER GRADE

REEMPLOYED ANNUITANT

A person retired under CSRS or FERS whose annuity continues after they are

reemployed by the Federal Government.

REEMPLOYMENT PRIORITY LIST (RPL)

A list of career and career-conditional employees an agency has separated because of RIF or compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

REEMPLOYMENT RIGHTS

The entitlement of an employee to return to non-temporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the Executive branch or overseas. 5 CFR 352.204

REGISTER

A list of qualified applicants compiled in order of relative standing for certification.

REGULAR EMPLOYMENT

The full-time or part-time period of employment of an individual who is not participating in phased retirement.

REINSTATEMENT

Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. 5 CFR 315.401

RELOCATION INCENTIVES

Payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is likely difficult to fill in the absence of an incentive. 5 USC 5753

REMARK

Remarks are put on the SF-50 to explain the action to the employee, payroll office, future employers, OPM, and other federal agencies.

REMOVAL

A separation from federal civil service initiated by the agency, OPM, or MSPB, under 5 CFR 359, 432, 731, or 752; 5 USC 1201; or comparable agency statutes or regulations.

RESERVIST

A member of the Army, Navy, Air Force, Marine Corps, or Coast Guard reserves.

RESIGNATION

A separation action initiated by the employee to leave federal civil service.

RESIGNATION – IN LIEU OF INVOLUNTARY ACTION (ILIA)

NOA used to document the resignation initiated by an employee under circumstances that meet the definition of "involuntary separation" in Chapter 44 - Discontinued Service Retirement of the CSRS and FERS Handbook.

RESTORATION RIGHTS

The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to their position after recovery from compensable injury. 5 CFR 353

RETAINED RATE

A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having the rate of basic pay reduced.

RETENTION INCENTIVES

Payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the federal civil service in the absence of a retention incentive. 5 USC 5754

RETENTION PREFERENCE

The relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being separated or furloughed. 5 CFR 351

RETENTION REGISTER

A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a RIF to determine which employees are retained and which are separated or moved to other positions. 5 CFR 351

RETIREMENT

Separation from the service when an employee is eligible to obtain an immediate annuity.

RETIREMENT, DEFERRED

Retirement of a person aged 62 or older with at least 5 years of civil service who was

formerly employed under CSRS and then left federal civil service or moved to a position not under the retirement system. An employee covered by FERS who separates after completing 10 years of service can also receive a deferred retirement upon reaching the FERS "Minimum Retirement Age" (55 to 57, depending on birth date). CSRS and FERS Handbook

RETIREMENT, DISCONTINUED SERVICE

Retirement is based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if aged 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civil service. CSRS/FERS Handbook

RETIREMENT, OPTIONAL

Voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under CSRS, an employee qualifies at age 55 with 30 years of creditable service; under FERS, an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. CSRS/FERS Handbook

RETROACTIVE ACTION

A retroactive action is one which is prepared or processed after the pay period in which it is to be effective. Retroactive actions may be either replacement actions or newly required actions.

RETURN TO DUTY

Placement of an employee back in pay and duty status after absence for furlough, suspension, or LWOP.

S

SABBATICAL

An absence from duty not to exceed 11 months, without charge to pay or leave, that an agency head may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. 5 USC 3396(c)

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS

A position established under 5 USC 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in

the competitive service and not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. 5 CFR 319

SEASONAL EMPLOYEE

An employee who works on an annual recurring basis for periods of less than 12 months (2,080 hours) each year. 5 CFR 340(D)

SENIOR EXECUTIVE SERVICE (SES)

Positions classified above GS-15 of the GS or in level IV or V or the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor, and manage the work of an organizational unit or exercise other executive functions. THE SENIOR EXECUTIVE SERVICE

SENIOR LEVEL (SL) POSITIONS

Positions established under the Federal Employees Pay Comparability Act of 1990 (PL 101-509) to replace positions at grades GS-16, -17, and -18. SL positions are classified above GS-15 and are ungraded. 5 CFR 319

SEPARATED UNDER HONORABLE CONDITIONS

Either an honorable or general discharge from the Armed Forces. The Department of War is responsible for administering and defining military discharges.

SEPARATION – APPT IN (Name of Entity)

Separation when an employee leaves a federal agency to accept employment with a non-Federal Government entity that takes over their functions and the employee will continue to receive federal benefits.

SEPARATION – RIF

Separation from an agency's rolls under 5 CFR 351 or 359, or because of a RIF.

SEPARATION – US (Uniformed Services) (formerly called Separation – MIL)

Separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in LWOP.

SERIES

Classes of positions similar in specialized line of work but differing in difficulty, responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)

A date that is constructed by totaling the days, months, and years of the employee's creditable civilian service, military service, and other service made creditable by specific legislation for annual leave accrual. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for annual leave accrual purposes; however, it is not used to determine the accrual rate for employees occupying positions which are subject to 5 U.S.C. 5376 or 5383, or a pay system equivalent to either of the sections referenced as determined by OPM. Such employees accrue 8 hours of annual leave per pay period. (5 U.S.C. 6303(f) and Fact Sheet: Annual Leave Accrual rates for Senior Executive Service, Senior Level and Scientific or Professional Positions, or Equivalent Pay Systems) Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. 5 USC 6303

SERVICE YEAR

A consecutive 12-month period beginning with date of the first appointment under a specific authority. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1,040 hours during a year, the year begins on the date of the appointment and runs for 12 consecutive months from that date.

SEVERANCE PAY

A series of payments provided to eligible federal employees who are involuntarily separated for reasons other than inefficiency (i.e., unacceptable performance or conduct that leads to a separation). The total amount and number of all payments is based on creditable service and age, with an added age adjustment for employees over 40. Employees ineligible for severance pay include, but are not limited to — if, at separation they are eligible for an immediate retirement annuity, military (uniformed services) retirement; decline a reasonable offer; are receiving Federal Employee Compensation Act (FECA) workers' compensation (unless concurrently with pay); and/or they hold certain non-qualifying/political appointments or Executive Schedule–level pay positions. Eligibility, exclusions, and computation are governed by 5 USC 5595 and 5 CFR 550(G). Severance Pay Estimation Worksheet

SPECIAL GOVERNMENT EMPLOYEE

An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct differ from those to which other employees are subject. 18 USC 202

SPECIAL RATES

Higher pay rates than those under the regular pay schedule. For example, OPM may establish higher pay rates under 5 USC 5305 for occupations in which private enterprise is paying substantially more than the regular GS and this salary gap

significantly handicaps the Federal Government's recruitment or retention of well-qualified people. A special rate may consist of a base rate and a special rate supplement. 5 CFR 530 (C)

SPECIAL NEEDS PAY SETTING AUTHORITY

See **SUPERIOR QUALIFICATIONS**

STANDARD FORM 50 (SF-50) Notification of Personnel Action

The form is used to notify an employee and payroll office of a personnel action, and to record the action in the employee's OPF.

STANDARD FORM 52 (SF-52) Request for Personnel Action

The form is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use SF-52s to request LWOP or a name change, and to notify the agency of their intent to resign or retire.

STATUS EMPLOYEE (Competitive Status)

One who has completed the probationary period under the career-conditional employment system. 5 CFR 315.503

STATUS QUO EMPLOYEE

An employee who failed to acquire competitive status when the position in which they were serving was placed in the competitive service by a statute, Executive Order, or Civil Service rule which permitted retention without acquisition of status. 5 CFR 316.701

STEP

The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT

A change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay.

STUDENT VOLUNTEER SERVICE

Service performed under 5 USC 3111, with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

SUBJECT FILE

A file, separate from the OPF or EPF, in which material is filed and retrieved by subject

or topic, rather than by employee. Examples of subject files found in a personnel office include grievance files and adverse action files.

SUBMITTING OFFICE NUMBER (SON)

A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SUPERIOR QUALIFICATIONS (SPECIAL NEEDS PAY SETTING AUTHORITY)

Superior qualifications and special needs pay-setting authority: Setting a new GS employee's pay above step 1 (up to step 10), because of the employee's superior qualifications or the agency's special need of the candidate's services. 5 CFR 531.212

SUPERVISORY DIFFERENTIAL

The annual total dollar amount paid, over and above basic pay, to a GS supervisor who otherwise would be paid less than one or more of the civilian employees supervised not under GS. 5 USC 5755

SUSPENSION

Placement of an employee in temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. 5 CFR 752

T

TEMPORARY APPOINTMENT

An appointment made for a limited period and with a specific NTE date determined by the authority under which the appointment is made.

TENURE

The period of time an employee may reasonably expect to serve under a current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status, or whether the employee's appointment is to a competitive service or excepted service position.

TENURE GROUPS

Categories of employees ranked in priority order for retention during a RIF.

TENURE SUBGROUPS

Within each tenure group, employees are divided into three subgroups. Subgroup AD includes preference veteran employees with a compensable service-connected disability of 30% or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans'

preference.

TERM APPOINTMENT

Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. 5 CFR 316(C)

TERMINATION – APPT IN (Agency)

A separation action that is initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROBATIONARY/TRIAL PERIOD

An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION – EXP OF APPT

A separation action that is initiated by the agency to end employment on the NTE date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION – SPONSOR RELOCATING

An action to document the separation of a Department of War employee who submits a resignation to accompany a sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION

The provision that three months must elapse after an employee's latest non-temporary competitive appointment before they may be promoted or reassigned or transferred to a different line of work or geographical area or transferred or reinstated to a higher grade or different line of work in the competitive service. 5 CFR 330.501

TIME-LIMITED APPOINTMENT

A non-permanent appointment that was made for a specific initial period. 5 CFR 316

TOUR OF DUTY

The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER

A change of employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority:

- 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies
- 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies
- 5 CFR 317.902 authorizes transfer of career and noncareer appointees in the SES to career and noncareer appointments in other agencies

TRANSFER OF FUNCTION

The movement of the work of one or more employees from one competitive area to another. 5 CFR 351.301

U

UNEMPLOYMENT COMPENSATION

Unemployment insurance for federal employees. 5 USC 85

UNIFORMED SERVICES

The Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

V

VETERAN

A person separated from the Armed Forces with an honorable discharge or under honorable conditions performed during one of the periods described in 5 USC 2108.

VETERANS' PREFERENCE

Employee's category of entitlement to preference in the federal civil service based on active military service that was terminated honorably.

VOID ACTION

An action which should never have occurred because of an absolute statutory bar to it. For example, the appointment of a male who has not registered, as required, for Selective Service, or of an employee was found guilty of fraud regarding the action, or deliberately misrepresented or falsified a material matter.

VOLUNTEER SERVICE

Uncompensated service under programs as defined in the individual laws and regulations authorizing those programs.

W

WAGE AREA

A geographical area within which a single set of regular wage schedules is applied uniformly by federal installations to the covered occupations under FWS. 5 USC 53 and 5 CFR 532

WAGE EMPLOYEES (federal wage employees or prevailing rate employees)

Employees in trades, crafts, or labor occupations covered by FWS and their pay is fixed and adjusted from time to time in accordance with prevailing rates.

WHEN ACTUALLY EMPLOYED (WAE)

See the definition of INTERMITTENT SERVICE.

WITHIN-GRADE INCREASE (WGI)

An increase in an employee's rate of basic pay by advancement from one step of the grade to the next after meeting requirements for length of service and performance.

WITHIN-RANGE INCREASE (WRI)

An increase in an employee's rate of basic pay within the pay range of the grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). One example is a GS within-grade increase (WGI).

WITHOUT COMPENSATION (WC)

Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WORK SCHEDULE

The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE

The place where an employee works, or at which an employee's work activities are based, as determined by the employing agency.

WRITTEN WARNING

A document filed in the employee's official personnel record that includes a description of the violation and the additional penalties that may apply for subsequent violations. 5 USC 9202