

Operating Manual Update

The Guide to Processing Personnel Actions

Update 101 – Chapter 10

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Content Changes to Chapter 10 (Update 101)

Page	Location	Explanation of Changes
Entire chapter	Entire chapter	<ul style="list-style-type: none"> • Removed all symbols that annotate previous changes throughout the chapter. • Replaced most instances of "Standard Form" with "SF." • Replaced instances of "he or she" with gender-neutral language ("they/their" or "the employee"). • Hyperlinks to additional regulatory and statutory citations.

Listing of Specific Changes to Chapter 10

Chapter	Page	Explanation of Changes
10	1	<p>Table of Contents</p> <ul style="list-style-type: none"> • Added entry for "Addendum to Table 9-B. Second Legal Authorities for Direct Hire Appointments." • Added disclaimer about new text changes marked in dark red font with brackets and removed text with green asterisks.
10	2	<p>Section 2, paragraphs a-b</p> <ul style="list-style-type: none"> • Added "NTE" to the definition of "not-to-exceed." • Revised the definition of provisional appointment. Formerly read: "is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment and has current authority for such conversion." • Added: the definition of "Provisional Appt NTE".

Chapter	Page	Explanation of Changes
10	3-4	<p>Section 3, throughout</p> <p>Made minor edits to improve clarity throughout and ensure content mirrors identical content with other chapters of the Guide.</p>
10	4	<p>Section 3, paragraph 3</p> <ul style="list-style-type: none"> • Made minor edits to improve clarity throughout. • Added ZBB legal authority to paragraph 3e to conform to updates made to most of the tables in this chapter in Update 73.
10	6	<p>Job Aid, step 8</p> <ul style="list-style-type: none"> • Added “Note: when” to clarify the last paragraph of step 8.
10	7-14	<p>Table 10-B, note 4</p> <p>Removed note 4 in its entirety to reflect OPM Director’s memo dated November 15, 2007, which revised guidance to agencies regarding the use of the Bilingual/Bicultural Factors hiring flexibility.</p>
10	7-14	<p>Table 10-B, note 5</p> <p>Reformatted table to move information about secondary legal authority codes for direct-hire appointments to a separate table, Addendum to Table 10-B, in its entirety. Removed direct-hire legal authority codes from 10-B note 5.</p>
10	10	<p>Table 10-B, rules 29-30</p> <p>Updated GAO’s full name to “Government Accountability Office.”</p>

Chapter	Page	Explanation of Changes
10	15	<p>Addendum to Table 10-B</p> <ul style="list-style-type: none"> • Added Addendum in its entirety. • Corrected the regulatory citations for the IT direct hire authorities aimed at addressing severe candidate shortages and critical hiring needs. • Updated the list of Government-wide direct hire authorities and their associated legal authority codes in accordance with the OPM Director’s memo dated September 29, 2023 and the memo establishing authority GW009, dated December 29, 2023.
10	17-22	<p>Table 10-E, note 3</p> <p>Removed note 3 in its entirety to reflect OPM Director’s memo dated November 15, 2007, which revised guidance to agencies regarding the use of the Bilingual/Bicultural Factors hiring flexibility.</p>
10	17-22	<p>Table 10-E, note 4</p> <p>Reformatted table to move information about secondary legal authority codes for direct-hire appointments to a separate table, Addendum to Table 10-B, in its entirety. Removed direct-hire legal authority codes from 10-E note 4.</p>
10	17-22	<p>Table 10-E, note 5</p> <p>Revised note 5</p> <p>From: Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.</p> <p>To: Recent Graduates or Presidential Management Fellows may be converted to positions within the employing agency or a different agency.</p>

Chapter	Page	Explanation of Changes
10	20	<p>Table 10-E, rules 27 and 28</p> <p>Updated GAO's full name to "Government Accountability Office."</p>
10	21	<p>Table 10-E, rules 43-51</p> <ul style="list-style-type: none"> • Added Rule 43 for an appointment that is based on eligibility for employment in the competitive service under Reg 362.107(a) after successful completion of the Recent Graduates Program is not an employee of your agency. • Renumbered former Rule 43 to be Rule 44. • Removed row reserved for former Rule 44. • Added Rule 45 for an appointment that is based on eligibility for employment in the competitive service under Reg. Reg 362.107(a) after successful completion of the Presidential Management Fellows Program. • Renumbered former Rules 45-50 to be Rules 46-51.
10	26-29	<p>Table 10-G, note 3</p> <p>Reformatted table to move information about secondary legal authority codes for direct-hire appointments to a separate table, Addendum to Table 10-B, in its entirety. Removed direct-hire legal authority codes from 10-E note 4.</p>
10	34-42	<p>Table 10-I, throughout</p> <p>Moved notes from the bottom of the chapter (as footnotes) to a Notes column in the table.</p>
10	36	<p>Table 10-I Rule 20</p> <p>Removed: position or because of employee's failure to be recertified in the SES.</p>
10	41	<p>Table 10-I, Rule 63</p> <p>Corrected regulatory citation for this rule from 5 CFR 533 to 5 CFR 553.</p>

Chapter 10: Nonstatus Appointments in the Competitive Service

Natures of Action 107, 108, 115, 120, 122, 124, 190, 507, 508, 515, 520, 522, 524, 590, 760, and 765

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New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets<. Deletion/removal of text is distinguished with *** in green font.

1. Coverage

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

2. Definitions

- a. **Appointment Not To Exceed >(NTE)<** includes temporary or limited appointments made for periods up to one year or less.
- b. **Provisional appointment *** >** is a designation an agency may give to a temporary appointment made under conditions specified in [5 CFR 316.403](#) when the agency intends later to convert the employee to a nontemporary appointment when required conditions are met. This designation provides eligibility for retirement coverage, health benefits, and life insurance pending such conversion.<
- c. **Reserved.**
- d. **Term appointment** is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of a project nature where the job will terminate upon completion of the project.
- e. **Appointment-Status Quo** is 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.
- f. **Emergency appointment** is an indefinite appointment made in a national emergency, as defined in [5 CFR part 230, subpart D](#).
- g. **Overseas limited appointments** are appointments of United States citizens who are recruited either overseas or in the United States 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 United States or (3) on a temporary limited basis for a period not-to-exceed one year.

3. Special Conditions

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

- a. **Person is retired.** When the person being appointed is retired from Federal civilian service, follow the guidance in Chapter 3 (Figure 3-4) in addition to the instructions in this chapter.
- b. **Return-to-duty on the same date.** If an employee is being converted to a new appointment on the same date that ***** >they return<** to duty from nonpay status, both the return to duty action and the conversion must be documented.

Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single [SF-52/SF-50](#), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

- c. **Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours **>they work< ***** on a part-time basis, will change as a result of a conversion action, **>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 conversion action.< ***** Follow the instructions in Chapter 24 to select the nature of action, authority, and remarks for the change in work schedule or hours.

>When a< conversion and the change in work schedule or hours are being documented on a single [SF-52/SF-50](#), **>enter the nature of action and authority for the conversion in blocks 5A-5F<** and ******* enter the nature of action and authority for the change in work schedule or change in 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 hours, and the return to duty and conversion 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.<

- d. Employee was separated by reduction in force.** If an employee who is to be separated by reduction in force 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 a **356/Separation-RIF** action and the gaining office processes the new appointment.
- e. Appointments funded by >certain laws< ***.** >Some appointments are cited with a second legal authority to document that they are funded by a specific law. For these appointments, cite the first legal authority code(s) according to Tables 10-A through 10-H and cite the second legal authority as:<

Law Number	Law Title	Effective Date	Second LAC/Authority
Public Law 111-5	American Recovery and Reinvestment Act of 2009 (ARRA)	February 17, 2009	ZEA: Pub. L. 111-5
> Public Law 117-58 <	> Infrastructure Investment and Jobs Act (IIJA) <	>November 15, 2021<	> ZBB: P.L. 117-58<

Job Aid

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service

Step	Action
1	<p>Use instructions in Chapter 4, to complete the SF-52.</p> <p>For actions involving persons already on the rolls of your agency, compare data on the SF-52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
2	<p>Select the nature of action and authority from the tables listed below. For:</p> <ul style="list-style-type: none"> • Temporary Appointments, use Table 10-B • Provisional Appointments, use Table 10-C • Term Appointments, use Table 10-E • Status Quo Appointments, use Table 10-F • Emergency Appointments, use Table 10-G • Overseas Limited Appointments, use Table 10-H
3	<p>Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the SF-52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
4	***
5	<p>Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the SF-52.</p>
6	<p>Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:</p> <ul style="list-style-type: none"> • not-to-exceed date for appointment • ending date for trial period

Step	Action
7	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.</p>
8	<p>Prepare and distribute required notices</p> <p>If the person is being converted to a new appointment and will be serviced by a new payroll office, then:</p> <p style="padding-left: 40px;">Give the employee, before the effective date of the conversion, 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.</p> <p>If the employee is coming from another agency with no break in service (or with a break of three calendar days or less), then:</p> <p style="padding-left: 40px;">Make another copy of the SF-50 (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and SF 1150, Leave Record be forwarded to your office.</p> <p>If you cannot send a copy of the appointment SF-50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment SF-52 instead. The copy must be signed by the appointing official in Part C, block 2 of the SF-52.</p> <p>*** >Note: when< the gaining agency is using an OPM-approved electronic SF-52/SF-50 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF-52.</p>
9	<p>Follow your agency instructions to distribute the SF-50.</p>

Tables

Table 10-A. Reserved

Table 10-B. Appointments Not to Exceed

See note 1 of this table.

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	Reg. 316.402(b)(3) ; MS	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. 4. *** 5. *** >See addendum to this table for direct hire authorities .< 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks (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	Reg. 316.402(a)	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.	Jump to listing of Remarks (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 (i.e., Reg. 316.402(b)(1) , or an agency-specific authority.	4. *** 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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	Reg. 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	E.O. 12721	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.	Jump to listing of Remarks (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 or under the provisions of 5 CFR part 333	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	Reg. 316.402(b)(7)	4. *** 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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	Reg. 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	Reg. 316.402(b)(4)	1. See 5 CFR part 316 for information about temporary limited appointments.	Jump to listing of Remarks (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	***	***	***	***	***	***	***		
27	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006	4. ***	6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .
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 U.S.C. 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 U.S.C. 602	1. See 5 CFR part 316 for information about temporary limited appointments.	Jump to listing of Remarks (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	Reg. 310.102	4. *** 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
34	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 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	Reg. 316.701	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table. 4. *** 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks (Use as many remarks as are applicable)
37	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service								
38	Based on service as an Administrative Law Judge	Is receiving an annuity under the Civil Service Retirement System	Is not already an employee of your agency	115	Appt NTE (date)	SZX	Reg. 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	Reg. 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 U.S.C. 4301 et. seq.		115	Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)	1. See 5 CFR part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.	Jump to listing of Remarks (Use as many remarks as are applicable)
42	Based on Merit Systems Protection Board 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)	3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it. 4. ***	
43	Of a person selected through the Agency	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608	6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
44	Career Transition Assistance Plan	Is already employed in your agency		515	Conv to Appt NTE (date)				
45	Of a person selected from the agency's	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207		
46	Reemployment Priority List	Is already employed in your agency		515	Conv to Appt NTE (date)				
47	Of a person selected from the Interagency	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.708		
48	Career Transition Assistance Plan	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 part 316 for information about temporary limited appointments. 2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.	Jump to listing of Remarks (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, E.O. or Reg that authorizes appointment or conversion		
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 (5 USC 3116)	Is not an employee of your agency		115	Appt NTE (date)	MAD	Reg. 316.901 – Post Secondary Student Temp Appt.)		
53	Is already employed in your agency		515	Conv to Appt NTE (date)					
								3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it. 4. *** 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	

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

>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 2 nd 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 one of the codes below as the second authority. <

When Appointment Is for	Then 2 nd LAC/Authority (After AYM) Is
Medical occupations	BAB: GW001
Information Technology Management (Information Security) positions	BAC: GW002
Iraqi Reconstruction positions that require fluency in Arabic or other related Middle Eastern languages	BAD: GW003
Veterinary Medical Officer positions	BAG: GW006
Scientific, technical, engineering and mathematics (STEM) positions, including acquisitions positions	BAH: GW007
Cybersecurity-related positions	BAI: GW008
>Artificial Intelligence positions	BAJ: GW009 <

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. NOTE: 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 (P.L. 117-58) .	Jump to listing of Remarks (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

<i>Rule</i>	<i>If the Appointment Is (See note 7)</i>	<i>And the Person</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See note 1)</i>	<i>Notes</i>	<i>Remarks</i>
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	Reg. 316.302(b)(3) ; MS	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. 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 (P.L. 117-58) .	Jump to listing of Remarks (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 (i.e., Reg. 316.302(b)(1) , or an agency-specific authority.		
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	Reg. 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	Reg. 316.302(b)(3)	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. 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks (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	Reg. 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 percent 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	Reg. 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 U.S.C. 1006		

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
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)	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.	Jump to listing of Remarks (Use as many remarks as are applicable)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)				
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	E.O. 12721	3. *** 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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	P.L. 99-586		
23	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 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	Reg. 316.302(b)(8)		
26		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
27	Based on service with the *** >Government Accountability Office<	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 U.S.C. 732(g)	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.	Jump to listing of Remarks (Use as many remarks as are applicable)
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 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appt held prior to separation upon which restoration is based)	2. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.	
30	Based on Merit Systems Protection Board 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)	3. *** 7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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	Reg. 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	Reg. 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	Reg. 330.708		
36		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
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	Reg. 316.702	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.	Jump to listing of Remarks (Use as many remarks as are applicable)
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 U.S.C. 602	3. ***	
39		Is already employed in your agency	508	Conv to Term Appt NTE (date)			5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency.	
40	Based on eligibility for employment in the competitive service under Reg. 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	Reg. 362.107(a) - Intern	Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.	
41		Is already employed in your agency	508	Conv to Term Appt NTE (date)			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.	
42	Based on eligibility for employment in the competitive service under Reg 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	Reg. 362.107(a) - RG	7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
43	Based on eligibility for employment in the competitive service Reg. 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	Reg. 362.107(a) - PMF		

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
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	Reg. 362.107(a)	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.	Jump to listing of Remarks (Use as many remarks as are applicable)
46				(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)	7. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .		
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, E.O. or Reg that authorizes appointment or conversion		
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	Reg. 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	Reg. 315.604	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. 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 (P.L. 117-58) .	Jump to listing of Remarks (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	Reg. 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	Reg. 316.702		
5	Is already on your agency's rolls	524	Conv to Appt-Status Quo					
6	A statute or Executive order 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, E.O., 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	Reg. 316.601		
9		Is already on the rolls of your agency	524	Conv to Appt-Status Quo				

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
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)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)	<p>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. 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.</p> <p>2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide.</p> <p>3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
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)			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)			
12	Employee's partial recovery from compensable injury			QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 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 U.S.C. 4301 et. seq.	124	Appt-Status Quo	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 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
14	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see note 2)		124	Appt-Status Quo	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)	<p>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. 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.</p> <p>2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide.</p> <p>3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
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 (Cite authority 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, 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. 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 (P.L. 117-58) .	Jump to listing of Remarks (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	Reg. 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	Reg. 230.402(d)(1)		
8		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
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)	<p>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.</p> <p>2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide.</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
10		Is already employed in your agency	507	Conv to Emergency Appt				
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)		
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)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)		
14	Based on Merit Systems Protection Board 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)	MSBP Directive-Inj 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
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)	Reg. 353.301(d) 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. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide.	Jump to listing of Remarks (Use as many remarks as are applicable)
16	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation under which restoration is based)	3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .		
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (See note 2)		107	Emergency 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)		

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
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608	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. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks (Use as many remarks as are applicable)
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	Reg. 330.207		
21		Is already employed in your agency	507	Conv to Emergency Appt				
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.708		
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	Reg. 301.201	1. <i>ZLM: Other Citation (Law, E.O., or Reg)</i> may be cited in addition to any other authority or authorities required by this table. Cite <i>ZLM</i> 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 <i>ABM: SF 59 approved (date)</i> . Cite <i>ABM</i> as the last authority.	Jump to listing of Remarks (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	Reg. 301.202		
6			Is already on your agency's rolls	520	Conv to O/S Ltd Appt				

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
7	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 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.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	HRM	Reg. 301.202	1. <i>ZLM: Other Citation (Law, E.O., or Reg)</i> may be cited in addition to any other authority or authorities required by this table. Cite <i>ZLM</i> 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 <i>ABM: SF 59 approved (date)</i> . Cite <i>ABM</i> as the last authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
8			Is already on your agency's rolls	522	Conv to O/S Ltd Appt NTE (date)				
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	Reg. 301.203(c)	4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
10			Is already on your agency's rolls	522	Conv to O/S Ltd Appt NTE (date)				
11	Is exercising restoration rights under 38 U.S.C. 4301 et. seq. 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)	Reg. 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)				

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
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)	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. 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.	Jump to listing of Remarks (Use as many remarks as are applicable)
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				
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)	Reg. 353.301(d) and (Cite authority for appt held prior to separation upon which restoration is based)	4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	

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)					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, 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. 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.	Jump to listing of Remarks (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 reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)	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 (P.L. 117-58) .	
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, and (see note 3)	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.

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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).	>Reserved for future use.<
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 the CSRS or the FERS.
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).	>Reserved for future use.<
5	Appointment requires employee to complete a trial period subject to either Reg. 316.304 or Reg. 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.	>Reserved for future use.<
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.	>Reserved for future use.<

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)	>Reserved for future use.<
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 Senior Executive Service 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 reduction in force 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 sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service***	M58	No SES reinstatement rights.	
21	Employee declined conversion to a Senior Executive Service appointment		M52	Employee declined conversion to the Senior Executive Service 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 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 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 \$_____.	>Reserved for future use.<
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 U.S.C. 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.	
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 U.S.C. 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.	>Reserved for future use.<
36			X49	Change to lower grade is for personal cause.	
37	Employee who is moved out of the Senior Executive Service 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 U.S.C. 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 U.S.C. 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	
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Nature of Action Code for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
43				N24	
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 U.S.C. 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 U.S.C. 207(c) .	

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

Rule	If	And	Remark Code Is	And Remark Is	Notes
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.	>Reserved for future use.<
47	Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System (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 Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (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 Non-appropriated 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.	

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

Rule	If	And	Remark Code Is	And Remark Is	Notes
58	Employment is on a short-term basis (that is, employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.	>Reserved for future use.<
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 one year of current 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.	
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 (for example, employee is in Europe and Official Personnel Folder 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, part >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.	
					When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.

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

Rule	If	And	Remark Code Is	And Remark Is	Notes
65	Will be re-employed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa.	To determine the annual (pa) 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 Section 6303(e) of title 5, United States Code , 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.	>Reserved for future use.<
67	Employee receiving credit for active-duty uniformed service under Section 6303(e) of Title 5, United States Code , 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.	

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