

Operating Manual Update

# The Guide to Processing Personnel Actions

Update 107 – Chapters 4, 14, 17, 23, 30, and 31

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**Distribution:** Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

**Summary of Changes, Update 107**

<b>Chapter(s)</b>	<b>Explanation of Changes</b>
4, 14, 17, 23, 30, 31	Removed all symbols annotating historical changes throughout the chapter.
4	Included additional language for wildland firefighters special base rates at grades 1-15 under <a href="#">5 U.S.C. 5332a</a> on or after March 23, 2025 (sec. 1807 of title VIII of the Full-Year Continuing Appropriations and Extensions Act, 2025) (GW pay plan code).
14	Added a secondary Legal Authority Code (Z3Z), Remark Code (F15), and additional Notes in support of <a href="#">Return to In-Person Work</a> .
17	<ul style="list-style-type: none"><li>• Added a secondary Legal Authority Code (Z3Z), Remark Code (N50), and additional Notes in support of <a href="#">Return to In-Person Work</a>.</li><li>• Added a first Legal Authority Code (ZJN), Remark Code (P31), and additional Notes in support of the new wildland firefighters special base rate at grades 1-15 under <a href="#">5 U.S.C. 5332a</a> on or after March 23, 2025 (sec. 1807 of title VIII of the Full-Year Continuing Appropriations and Extensions Act, 2025) (GW pay plan code).</li></ul>
23	Added a secondary Legal Authority Code (Z3Z), Remark Code (Q97), and additional Notes in support of <a href="#">Return to In-Person Work</a> issued memo.
30	Added a secondary Legal Authority Code (RZM), Remark Code (R56), and additional Notes in support of the <a href="#">Deferred Resignation Program (DRP)</a> .
31	Added two secondary Legal Authority Codes (Z3Z and RZM), Remark Code (R56), and additional Notes in support of <a href="#">Return to In-Person Work</a> and the <a href="#">Deferred Resignation Program (DRP)</a> .

**Listing of Specific Changes to Chapter 4 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
4	24	<b>Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52</b> Block #12A – Included wildland firefighter special base rate as an example.
4	29	<b>Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52</b> Block #20A – Included wildland firefighter special base rate as an example.
4	51-52	<b>Table 4-C</b> Updated Note 4 to include references to a “special rate” do not include 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.

**Listing of Specific Changes to Chapter 14 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
14	26	<b>Table 14-D</b> Added Note 5 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.
14	27	<b>Table 14-E</b> Added Note 5 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.
14	28	<b>Table 14-F</b> Added Note 5 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.
14	52	<b>Table 14-K</b> Added Rule 50 for new Remark Code F15.

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
14	53	<b>Table 14-L</b> Added Remark Code F15 - Reassignment due to Return to In-Person Work status

**Listing of Specific Changes to Chapter 17 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
17	4	<b>Definitions</b> Updated the definition for Rate of Basic Pay to include that a rate of basic pay is a wildland firefighter special base rate (GW).
17	9	<b>Job Aid: Instructions for Processing Personnel Actions on Pay and Step Changes</b> Updated Step 1 to include wildland firefighters at grades 1-15 (GW pay plan code).
17	12-15	<b>Table 17-A</b> Added Note 11 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.
17	15	<b>Table 17-A</b> <ul style="list-style-type: none"> <li>• Added Rule 31 - Establishment of, or change in, special base rate for wildland firefighters (GW Pay plan code).</li> <li>• Added LAC1: ZJN- <a href="#">5 U.S.C. 5332a</a></li> <li>• Added language to Note 3 to include “receiving wildland firefighter special base rates at grades 1-15 under <a href="#">5 U.S.C. 5332a</a> on or after March 23, 2025 (sec. 1807 of title VIII of the Full-Year Continuing Appropriations and Extensions Act, 2025) (GW pay plan code)”.</li> </ul>

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
17	23	<p><b>Table 17-D</b></p> <p>Added Note 8 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.</p>
17	27	<p><b>Table 17-E</b></p> <ul style="list-style-type: none"> <li>• Added Rule 36 for new Remark Code N50 - Change in pay due to Return to In-Person Work status.</li> <li>• Added Rule 37 for new Remark Code P31 - Basic pay in block 20A is wildland firefighter special base rate, which is higher than normal GS rate</li> </ul>

**Listing of Specific Changes to Chapter 23 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
23	7	<p><b>Table 23-A</b></p> <ul style="list-style-type: none"> <li>• Added Note 1 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.</li> <li>• Added Remark Q97 - Change in duty station due to Return to In-Person Work status when there is no change in pay.</li> </ul>

**Listing of Specific Changes to Chapter 30 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
30	9-10	<p><b>Table 30-A</b></p> <p>Added Note 4 - Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.</p>

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
30	9	<b>Table 30-A, Rule 6 (CSRS)</b> Revised "Authority Code is" and "And Authority is" language to use LAC2 RZM with V3P when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.
30	10	<b>Table 30-A, Rule 14 (FERS)</b> Revised "Authority Code is" and "And Authority is" language to use LAC2 RZM with USM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.
30	15	<b>Table 30-B</b> Added Rule 44 for new Remark Code R56.
30	16	<b>Table 30-C</b> Added Remark Code R56 - Presidential Administration Deferred Resignation Program.

**Listing of Specific Changes to Chapter 31 (Update 107)**

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
31	11 & 15	<b>Table 31-A</b> Added Note 7 - Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.
31	18, 19, & 26	<b>Table 31-B</b> Added Note 6 - Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.
31	19, 20, & 26	<b>Table 31-B</b> Added Note 7 - Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.
31	33	<b>Table 31-C</b> Added Rule 79 for new Remark Code R56.

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
31	35	<b>Table 31-D</b> Added Remark Code R56 - Presidential Administration Deferred Resignation Program.

Block #	Title	When to Complete	How to Complete
12A	Basic Pay	1. Leave blank on: <ul style="list-style-type: none"> <li>• Actions that grant administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819)</li> <li>• Presidential rank awards (NOAC 878)</li> </ul>	Enter the employee's rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, <b>&gt;a wildland firefighter special base rate,&lt;</b> or a retained rate. Exclude allowances, adjustments, and differentials.
12B	Locality Adjustment	2. Complete on: <ul style="list-style-type: none"> <li>• Separations</li> <li>• Actions that place employee in nonpay status</li> <li>• Any other action that changes employee's salary</li> <li>• Any action that changes administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819)</li> </ul>	Enter the difference between the adjusted basic pay (block 12C) and basic pay (block 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 General Schedule pay system is not entitled to either a special rate supplement or a locality payment.
12C	Adjusted Basic Pay	3. Completion is optional for other actions; follow your agency's instructions.	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	3. Completion is optional for other actions; follow your agency's instructions.	1. Enter the difference between total salary (block 12) and adjusted basic pay (block 12C). 2. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential. 3. Explain any other allowances/differentials to which 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
20A	Basic Pay	1. Leave blank on: <ul style="list-style-type: none"> <li>• Actions that document administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819)</li> </ul>	Enter the employee's rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, <b>&gt;a wildland firefighter special base rate,&lt;</b> or a retained rate. Exclude allowances, adjustments, and differentials.
20B	Locality Adjustment	<ul style="list-style-type: none"> <li>• Separation incentives (NOAC 825)</li> <li>• Separations</li> <li>• Actions that place employee in nonpay status</li> </ul>	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 General Schedule pay system is not entitled to either a special rate supplement or a locality payment.
20C	Adjusted Basic Pay	2. Complete on any action that changes employee's salary.	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	3. Completion is optional for other actions; follow your agency's instructions.	<ol style="list-style-type: none"> <li>1. Enter the difference between total salary (block 20) and adjusted basic pay (block 20C).</li> <li>2. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential.</li> <li>3. Explain any other allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks.</li> <li>4. All other allowances/differentials are excluded from the amounts shown in blocks 20 or 20D.</li> </ol>

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

<b>Rule</b>	<b>If the Employee</b>	<b>And</b>	<b>And</b>	<b>And</b>	<b>Then PRD Code Is</b>	<b>Notes</b>	<b>Remarks</b>
1	Receives a scheduled rate and is not covered by one of the codes below				0	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<.	Reserved for Future Use
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 <b>(See Notes 2, 3, 4)</b>		
3			Employee is not appointed at a superior qualifications rate		6 <b>(See Notes 3, 4)</b>		
4		Has retained grade	Employee occupies a different position than that held before the grade reduction		E <b>(See Notes 3, 4)</b>		
5			Employee occupies the same position		F <b>(See Note 3)</b>		

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

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
6	Is appointed at a superior qualifications rate (meaning, is hired at a pay rate above the minimum rate of the grade)	Is also entitled to a special rate			5 <b>(See Notes 2, 3, 4)</b>	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.	Reserved for Future Use
7		Is not entitled to a special rate			7 <b>(See Notes 1, 3, 4)</b>		
8	Retains grade for a 2-year period	Occupies the same position	Is not entitled to a special rate		B <b>(See Notes 3, 4)</b>	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 <b>(See Notes 3, 4)</b>		
10			Receives retained pay		U		
11		Occupies a different position	Is not entitled to a special rate		A <b>(See Notes 3, 4)</b>		
12			Is entitled to a special rate		E <b>(See Notes 3, 4)</b>		
13		Receives retained pay			V		

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

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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
12	Reassignment when Rules 1-11 do not apply >see note 5<	721	Reassignment	N2M	Cite specific authority for action (i.e., <a href="#">Reg. 335.102</a> , or an agency-specific authority		<p>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/<a href="#">Reg. 531.222(c)</a>."</p> <p>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. 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 <a href="#">SF-59</a> was obtained from OPM for the action, also include authority "ABM: <a href="#">SF-59</a> approved (date)." Cite ABM as the last authority.</p> <p>3. See <a href="#">Table 14-L</a> to translate codes into actual remarks</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p> <p>5. &gt;Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.&lt;</p>	<p><a href="#">Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</a></p> <p><a href="#">Jump to listing of Codes and corresponding remarks</a></p>

**Table 14-E. Reassignments in the Excepted Service**

Notes and Remarks columns have been added.

<b>Rule</b>	<b>If Reassignment Is</b>	<b>Then NOAC Is</b>	<b>Nature of Action Is</b>	<b>Auth Code Is (See Notes)</b>	<b>Auth Is</b>	<b>Notes</b>	<b>Remarks</b>
1	Of a VRA appointee	721	Reassignment	J8M	<a href="#">Pub. L. 107-288</a>	<p>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/<a href="#">Reg. 531.222(c)</a>."</p> <p>2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: <a href="#">Reg 330.608</a>" following the authorities required by this table and ZLM, if used. "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 <a href="#">SF-59</a> was obtained from OPM for the action, also include authority "ABM: <a href="#">SF-59</a> approved (date)." Cite ABM as the last authority.</p> <p>3. For information on Schedule A, B, and C authorities, see <a href="#">5 CFR part 213</a>. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or <a href="#">The Guide to Data Standards</a>.</p> <p>4. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a>.</p> <p>5. &gt;Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.&lt;</p>	<p><a href="#">Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</a></p> <p><a href="#">Jump to listing of Codes and corresponding remarks</a></p>
2	Of a non-U.S. citizen serving overseas under <a href="#">CS Rule 8.3</a>			BPM	<a href="#">CS Rule 8.3</a>		
3	Effectuated under reduction-in-force procedures			PNM	<a href="#">Reg. 351.603</a>		
4	Because of contracting out of functions under <a href="#">OMB Circular A-76</a>			PNR	<a href="#">Reg. 351.603 (A-76)</a>		
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**

Notes and Remarks columns have been added.

<b>Rule</b>	<b>If Employee Is</b>	<b>And</b>	<b>Then NOAC Is</b>	<b>Nature of Action Is</b>	<b>Auth Code Is (See Notes 1 and 2)</b>	<b>Auth Is</b>	<b>Notes</b>	<b>Remarks</b>
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	<a href="#">5 U.S.C. 4314(b)(3)</a>	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.  2. Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117-58)</a> .  >5. Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	<a href="#">Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)</a>  <a href="#">Jump to listing of Codes and corresponding remarks</a>
2		Action results from reduction in force			VDM	<a href="#">5 U.S.C. 3595(b)(3)(A)</a>		
3		Action is not described in Rules 1 or 2 above			V5M	<a href="#">5 U.S.C. 3395(a)(1)(A)</a>		
4	Serving on an SES Noncareer Appt	V9M and AWM			<a href="#">5 U.S.C. 3395(d)(1)</a> and OPM Form 1652			
5	Serving on an SES Limited Emergency Appt	V7M and AWM			<a href="#">5 U.S.C. 3395(b)(1)</a> and OPM Form 1652			
6	Serving on an SES Limited Term Appt	V8M and AWM			<a href="#">5 U.S.C. 3395(b)(2)</a> and OPM Form 1652			

*Table 14-K: Remarks Required in Special Situations, Continued*  
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<b>Rule</b>	<b>If the Employee</b>	<b>And</b>	<b>Then Code for Remark Is (See Note 1)</b>	<b>Notes</b>
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46	1. See <a href="#">Table 14-L</a> to translate codes into actual remarks.
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 <a href="#">Return to In-Person Work</a> effective 01/20/2025<		>F15<	

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

Notes column has been added.

<b>Remark Code</b>	<b>Then the Remark Is</b>
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 <a href="#">Reg. 351.703</a> .
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 the Intergovernmental Personnel Act (IPA)
K50	From Position Change NTE (date).



- j) **Pay plan** means the pay system or pay schedule under which the employee's rate of basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).
- k) **Pay retention entitlement** is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that the employee occupies.
- l) **Performance Management and Recognition System (PMRS)** was the pay system established under [5 U.S.C. chapter 54](#) for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.
- m) **Quality (Step) Increase (QSI or QI)** is an increase in an employee's rate of basic pay through an additional within-grade increase granted under [5 U.S.C. 5336](#) for sustained high quality performance.
- n) **Rate of basic pay** means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), **> a wildland firefighter special base rate (GW), <** or a retained rate—excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).
- o) **Special Rates** are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under [5 U.S.C. 5305](#) for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement.
- p) **Step** means the step of the pay plan under which an employee is paid, for example, step 2 of GS-07 or step 1 of WG-05.

## Job Aid

### Instructions for Processing Personnel Actions on Pay and Step Changes

<b>Step</b>	<b>Action</b>
1	<p>Use the below information and applicable pay plan to select the nature of action and authority:</p> <p>Pay Plan and Table to Reference</p> <ul style="list-style-type: none"> <li>• General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of <a href="#">P.L. 103-89</a> (GM pay plan code), law enforcement officers at grades 3-10 (GL pay plan code), <b>&gt;and wildland firefighters at grades 1-15 (GW pay plan code),&lt;</b> but excluding physicians, podiatrists, and dentists receiving title 38 market pay (GP or GR pay plan code) – <b>Reference <a href="#">Table 17-A</a></b></li> <li>• Senior Executive Service Pay System – <b>Reference <a href="#">Table 17-B</a></b></li> <li>• Prevailing Rate Systems – <b>Reference <a href="#">Table 17-C</a></b></li> <li>• Other Pay Systems (including General Schedule physicians, podiatrists, and dentists with GP or GR pay plan code) – <b>Reference <a href="#">Table 17-D</a></b></li> </ul> <p>Enter nature of action and authority in blocks 5A-F of the <a href="#">SF-52</a> or in the appropriate place on the agency form used to request and approve the action.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by OPM) instead of the authority and code shown in this chapter.</p>
2	<p>Use <a href="#">Table 17-E</a> to select remarks required by OPM for the action as necessary and enter them in Part F of the <a href="#">SF-52</a> or in the appropriate place on the agency form used to request and approve the action.</p> <p>Also enter any additional remarks that are required by your</p>

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	<a href="#">P.L. 101-509, Sec. 403</a>	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 <a href="#">P.L. 103-89</a> (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under <a href="#">section 403 of FEPCA</a> (GL 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); instead, refer to <a href="#">Table 17-D</a> for these employees.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
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	<a href="#">Reg. 530.323</a> and (Cite OPM issuance that published new rates)	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.	
11		Employee's 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	<a href="#">Reg. 530.323</a> and (Cite OPM issuance that published new rates)	6. If employee is entitled to grade retention, a second authority may be cited: <a href="#">VLJ/5 U.S.C. 5362(c)</a> . 7. If employee is entitled to pay retention, a second authority may be cited: <a href="#">VSJ/5 U.S.C. 5363(a)</a> .	
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	<a href="#">Reg. 530.323</a> and (Cite OPM issuance that published new rates)	8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under <a href="#">5 U.S.C. 5305</a> .  >11. Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc. Pay Adj	QUA and QUM	<a href="#">Reg. 531.241</a> and <a href="#">531.242</a>		
14	Employee's position is brought under the General Schedule (See note 4)				ZLM	(Cite E.O., Law, or Reg 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	<a href="#">5 U.S.C. 5362</a>	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 <a href="#">Public Law 103-89</a> (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under <a href="#">section 403 of FEPCA</a> (GL 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 <a href="#">Table 17-D</a> for these employees.  >11. Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
16		Employee is entitled to a retained rate under pay retention			VRJ	<a href="#">5 U.S.C. 5363</a>		
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	890	Misc. Pay Adj	VNJ	<a href="#">5 U.S.C. 5362(d)(3)</a>		
19		Employee elected to terminate benefits			VPL	<a href="#">5 U.S.C. 5362(d)(4)</a>		
20		Employee failed to comply with agency's priority placement program's requirements			RLM	<a href="#">Reg. 536.207(b)(2)</a>		
21	Termination of pay retention because employee declined a reasonable offer		890	Misc. Pay Adj	VTJ	<a href="#">5 U.S.C. 5363(e)(2)</a>		
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 <a href="#">5 U.S.C. 5363</a> (See <a href="#">5 U.S.C. 5363(e)(2)</a> ) >See Note 11<		894	Gen Adj	ZLM	(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
23	Establishment, change in percentage, or termination of locality-based comparability payment. >See note 11<		894	Gen Adj	VGR	<a href="#">5 U.S.C. 5304</a>	<p>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 <a href="#">Public Law 103-89</a> (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under <a href="#">section 403 of FEPCA</a> (GL 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 <a href="#">Table 17-D</a> for these employees.</p> <p>8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under <a href="#">5 U.S.C. 5305</a>.</p> <p>&gt;11. Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.&lt;</p>	<p><a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a></p>
24	Establishment, change in percentage, or termination of supervisory differential	810	Chg in Diff	VPH	<a href="#">5 U.S.C. 5755</a>			
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement	818	AUO	RMM	<a href="#">Reg. 550.151</a>			
26	Establishment or termination of availability pay	819	Availability Pay	Z2S	<a href="#">5 U.S.C. 5545a</a>			
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 <a href="#">5 CFR part 536</a>	894	Gen Adj	QLM (See note 8) and ZLM	<a href="#">Reg. 530.323(c)</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
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.) (e.g., see <a href="#">5 U.S.C. 5305(h).</a> ) (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			ZLM And QUB (See note 8)	Other citation (Law, E.O, Reg.), and <a href="#">Reg. 530.303(d)</a>	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 <a href="#">Public Law 103-89</a> (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under <a href="#">section 403 of FEPCA</a> (GL pay plan code), >and (3) receiving wildland firefighter special base rate at grades 1-15 under <a href="#">5 U.S.C. 5332a</a> on or after March 23, 2025 (sec. 1807 of title VIII of the Full-Year Continuing Appropriations and Extensions Act, 2025) (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 <a href="#">Table 17-D</a> for these employees.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
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)	6. If employee is entitled to grade retention, a second authority may be cited: <a href="#">VLJ/5 U.S.C. 5362(c)</a> . 7. If employee is entitled to pay retention, a second authority may be cited: <a href="#">VSJ/5 U.S.C. 5363(a)</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 <a href="#">5 U.S.C. 5305</a> .	
30	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (DETO) >See note 11<		894	Gen Adj	Z2Y	P.L. 117-263, Sec. 9717 - DETO Locality Payment. (See notes 9 and 10)	9. Refer to OPM's <a href="#">Guidance: Domestic Employees Teleworking Overseas – Locality Pay</a> . 10. As section <a href="#">9717 of P.L. 117-263</a> 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.	
>31<	>Establishment of, or change in, special base rate for wildland firefighters (GW pay plan code)<		>894<	>Gen Adj<	>ZJN<	>5 U.S.C. 5332a<	>11 Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work effective 1/20/2025</a> .<	

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	Other Citation (Law, E.O., Reg).	<p>1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is <a href="#">5 U.S.C. 5376</a>; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is <a href="#">5 U.S.C. 5372a</a>; for administrative appeals judges (pay plan AA), the authority is <a href="#">5 U.S.C. 5372b</a>; and for administrative law judges (pay plan AL), the authority is <a href="#">5 U.S.C. 5372</a>. For employees in positions under other pay plans, cite the authority that established the pay plan.</p> <p>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 <a href="#">5 CFR 534.510</a>, rule 8 applies to voluntary reductions in basic pay, e.g., as described in <a href="#">5 CFR 534.508(c)</a> or (d), and rule 2 applies to an increase in basic pay required under <a href="#">5 CFR 534.507(q)</a> 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.</p> <p>6. Refer to OPM's <a href="#">Guidance: Domestic Employees Teleworking Overseas – Locality Pay</a>.</p> <p>7. As section <a href="#">9717 of P.L. 117-263</a> 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.</p> <p>8. <b>&gt;Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.&lt;</b></p>	<p><a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a></p>
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	Other Citation (Law, E.O., Reg).		
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	Other citation (Law, E.O., Reg.)		
8	Other miscellaneous pay adjustment not covered by rules 1-7 above <b>(See notes 1 and 5)</b>		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)		
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	<a href="#">5 U.S.C. 5545a</a>		
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	<a href="#">Reg. 550.151</a>		
11	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (DETO) <b>(See Notes 6, 7 &gt;and 8&lt;)</b>		894	Gen Adj	Z2Y	<a href="#">P.L. 117-263, Sec. 9717</a> - DETO Locality Payment.		

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
32	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (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 a Domestic Employee Teleworking Overseas (DETO) Agreement and commencing to receive DETO locality pay ( <a href="#">section 9717 of Public Law 117-263</a> ).	
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 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.	
34		The overseas locality payment for a DETO is terminated for any reason. <b>(See note 1 and note 2)</b>		P23	Employee is no longer entitled to locality pay in connection with a Domestic Employee Teleworking Overseas (DETO) Agreement.	
35		When an employee becomes entitled to locality pay upon the termination of their DETO agreement (processed as NOAC 894/LAC Z2Y) <b>(See note 1)</b>		P24	Employee is entitled to locality pay under <a href="#">5 U.S.C. 5304</a> .	1. See Section 6 of this chapter. If processing two General Adjustment actions, you may need to use both remark codes P23 and P24.
>36<		>Change in pay due to <a href="#">Return to In Person Work effective 1/20/2025</a> <		>N50<	>Change in pay due to Return to In-Person Work status.<	
>37<		>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.<	



## Table

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

<b>Nature of Action</b>	<b>Authority</b>	<b>Notes</b>	<b>Remarks</b>
792/Change in Duty Station >(See Note 1)<	UNM/(Agency directive or administrative order authorizing the change)	>1. Use secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In-Person Work</a> effective 1/20/2025.<	>Q97 - Change in duty station due to Return to In-Person Work status when there is no change in pay.<

# 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	<a href="#">The Civil Service Retirement System (CSRS)</a>	Mandatory retirement based on age and length of service. <b>&gt;(See Note 4&lt;</b>	300	Retirement-Mandatory	SWM	<a href="#">5 U.S.C. 8335</a>	<ol style="list-style-type: none"> <li>See Chapter 44 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> for the meaning of involuntary separation.</li> <li>In addition to any other authorities required by this table, you may cite LAC2 AZM as appropriate. See Chapter 43 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement LAC2 AZM.</li> <li>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.</li> <li><b>&gt; Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.&lt;</b></li> </ol>	<a href="#">Jump to listing of Remarks (Use as many remarks as applicable)</a>
2		Disability retirement <b>&gt;(See Note 4&lt;</b>	301	Retirement-Disability	SUM	<a href="#">5 U.S.C. 8337</a>		
3		Retirement for health reasons when employee does not apply for disability retirement <b>&gt;(See Note 4&lt;</b>	302	Retirement-Voluntary	SRM	<a href="#">Reg. 831.501</a>		
4		Voluntary retirement in lieu of involuntary separation ( <b>See Notes 1 &gt;and 4&lt;</b> )	304	Retirement-ILIA	SQM	<a href="#">5 U.S.C. 8336</a>		
5		Voluntary retirement for other than health reasons or pending involuntary separation <b>&gt;(See Note 4&lt;</b>	302	Retirement-Voluntary				
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization ( <b>See Notes 2 &gt;and 4&lt;</b> )	303	Retirement-Special Option	V3P and LAC2 AZM <b>&gt;or RZM as appropriate&lt;</b>	<a href="#">5 U.S.C. 8336(d)(2)</a> and OPM Office, Authority Number, and Date <b>&gt;LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025&lt;</b>		
7		Early voluntary retirement under an authority <i>other</i> than <a href="#">5 U.S.C. 8336(d)</a> . <b>&gt;(See Note 4&lt;</b>			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)		
8		Employee enters full retirement status upon termination of phased retirement status ( <b>See Notes 3 &gt;and 4&lt;</b> )	307	Full Retirement Status-Voluntary	SAF	<a href="#">5 U.S.C. 8336a(e)</a>		
9		Employee enters full retirement status in lieu of involuntary separation ("ILIS") <b>&gt;(See Note 4&lt;</b>	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	<a href="#">The Federal Employees Retirement System</a> (FERS)	Mandatory retirement based on age and length of service >(See Note 4)<	300	Retirement-Mandatory	USM	(enter: <a href="#">5 U.S.C. Chapter 84</a> )	<ol style="list-style-type: none"> <li>See Chapter 44 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> for the meaning of involuntary separation.</li> <li>See Chapter 43 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement.</li> <li>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.</li> <li>&gt; Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.&lt;</li> </ol>	<a href="#">Jump to listing of Remarks (Use as many remarks as applicable)</a>
11		Disability retirement >(See Note 4)<	301	Retirement-Disability				
12		Voluntary retirement in lieu of involuntary separation (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 Note 2 >and 4)<	303	Retirement-Special Option	USM and LAC2 AZM >or RZM as appropriate<	(enter: <a href="#">5 U.S.C. Chapter 84</a> ) and OPM Office, Authority Number and Date >LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025<		
15		Employee enters full retirement status upon termination of phased retirement status (See Note 3 >and 4)<	307	Full Retirement Status-Voluntary	SAG	<a href="#">5 U.S.C. 8412a(e)</a>		
16	Employee enters full retirement status in lieu of involuntary separation ("ILIS") >(See Note 4)<	308	Full Retirement Status-ILIS					
17	A retirement system <i>other</i> than the Civil Service Retirement System or Federal Employees Retirement System	Mandatory retirement based on age and length of service >(See Note 4)<	300	Retirement-Mandatory	USM	(cite authority for retirement)		
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, 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 <b>(see Note 7)</b>			P82	1. Use as many remarks as applicable; see <a href="#">Table 30-C</a> to translate remarks codes into the actual remarks to be shown on the <a href="#">SF-50</a> . 7. Follow instructions regarding Premium pay under <a href="#">5 U.S.C. 5545(c)(2)</a> 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.	<a href="#">Jump to listing of Remarks (Use as many remarks as applicable)</a>
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 Non-appropriated 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 <a href="https://www.opm.gov/retirement-center/publications-forms/pamphlets/sf3118.pdf">https://www.opm.gov/retirement-center/publications-forms/pamphlets/sf3118.pdf</a>		M18			
>44<	>If employee retirement is due to <a href="#">Deferred Resignation</a> effective 1/28/2025<		>R56<			

**Table 30-C. Remarks and Codes**Return to Tables [30-A](#), [30-B](#)

<b>Remark Code</b>	<b>The Remark is</b>
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 U.S.C. chapter 83, subchapter II, case.
M67	Forwarding address:
N10	To (or expected to) be paid under 5 U.S.C. 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 U.S.C. 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 \$_____.
R20	Reason for retirement: to obtain retirement benefits.
R21	Reason for retirement:
R22	Elected to receive workers' compensation in lieu of a retirement annuity.
R55	Refused job offer because: (reasons given by the employee).
>R56<	>Presidential Administration 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).

## Tables

**Table 31-A. Documenting Resignations (See Note >7< of this table)**

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 <b>&gt;(See note 7)&lt;</b>		317	Resignation	RUM	<a href="#">Reg. 715.202</a> 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-Appnt 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 <a href="#">Regulation 752.401(c)</a> for a list of the employees who are covered by Part 752 of the civil service regulations and, therefore, have appeal rights. If the employee is serving on an appointment that is not listed in Regulation 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. <b>&gt;Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.&lt;</b>	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>			
2	While employee is serving under an appointment that does not afford an appeal right ( <b>See note 2 &gt;and 7&lt;</b> )										
3	While employee is serving a probationary period in the Senior Executive Service <b>&gt;(See note 7)&lt;</b>										
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 <a href="#">5 U.S.C., chapter 75</a>	RQM	<a href="#">Reg. 715.202</a> CAA ( <b>See Note 3</b> )
5									Action is proposed under agency procedures equivalent to <a href="#">5 U.S.C., chapter 75</a>	RRM	<a href="#">Reg. 715.202</a> EAA ( <b>See Note 3</b> )
6									Action is proposed under other procedures not described in Rules 1-5	RSM	<a href="#">Reg. 715.202</a> OAA ( <b>See Note 3</b> )

Table 31-A. Documenting Resignations, Continued

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
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 ( <b>See note 5</b> )	Action is proposed under other procedures not described in Rules 1-21	312	Resignation-ILIA	RSM	<a href="#">Reg. 715.202</a> OAA ( <b>See note 3</b> )	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in <a href="#">Table 31-B</a> to process the action as a 352/Termination-Appnt 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.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
23	Under conditions not covered in Rules 1-22 ( <b>See note 6 &gt;and 7&lt;</b> )		317	Resignation	RPM	<a href="#">Reg. 715.202</a>	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." 5. Use this rule only when the employee has been notified in writing of the proposed action. 6. If a Department of Defense employee is resigning to accompany a sponsor overseas, use <a href="#">Table 31-B</a> . 7. >Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.<	

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
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 ( <b>See notes 1 and 2</b> )	Employee accepts job at a higher grade	352	Termination- Appt In (Agency)	DFM	Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)	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. 6. <b>&gt;Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025.&lt;</b>	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
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 ( <b>See notes 1 and 2</b> )	Employee accepts a job at a lower grade job	352	Termination- Appt In (agency)	DKM	Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)		
10	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 ( <b>See notes 1 and 2</b> )	Employee accepts a job at the same grade or in a different pay system			DBM	Cite specific authority for action (i.e., 5 CFR part 715, or an agency specific authority)		
11	To transfer to an international organization				PZM	<a href="#">Reg. 352.308</a>		
12	To accept appointment with the American Institute in Taiwan				ZPM	<a href="#">P.L. 96-8</a>		
13	Because employee is entering on duty with the uniformed services <b>&gt;see note 6&lt;</b>	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	<a href="#">5 CFR part 353</a>		



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
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 Notes 6 & 7)<		355	Termination-Exp of Appt		(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.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
15	Under reduction-in-force (RIF) procedures (See note 1)	Employee is in the Senior Executive Service	356	Separation-RIF	VDK	<a href="#">5 U.S.C. 3595</a>	6. >Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.< 7. >Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	
16		Employee is in the competitive service or the excepted service			PNM	<a href="#">Reg. 351.603</a>		
17	Due to contracting out of functions under Office of Management and Budget Circular A-76 (See note 1)				PNR	<a href="#">Reg. 351.603</a> (A-76)		
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	<a href="#">Reg. 316.401</a>		
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)		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

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Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
20	The result of a Department of Defense (DoD) employee submitting a resignation to accompany sponsor military or civilian sponsor to a new duty station ( <b>See note 3</b> )	Sponsor is on active duty in the military or is a Department of Defense 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 outside the continental United States.	351	Termination-Sponsor Relocating	RPM	<a href="#">Reg. 715.202</a>	3. The agency should review a copy of the orders assigning the employee's sponsor to a new duty station before using this code.  7. >Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
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 <a href="#">5 U.S.C., chapter 75</a>	330	Removal	V9A	<a href="#">5 U.S.C. 75</a> Reas		
22		Action is effected under agency procedures, equivalent to those under <a href="#">5 U.S.C., chapter 75</a> , that afford employee appeal rights			V9B	<a href="#">5 U.S.C. 75</a> Reas-Eq		
23		Action is effected under procedures that do not afford employee appeal rights	357	Termination	USM	(Enter Agency Authority)		

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
64	Because of death of employee in the line of duty (See note 5)		354	Death in the Line of Duty			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, an act of terrorism, a 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 and should the 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. 6. >Use Secondary LAC2 RZM when actions are processed in support of <a href="#">Deferred Resignation</a> effective 1/28/2025.< 7. >Use Secondary LAC2 Z3Z when actions are processed in support of <a href="#">Return to In Person Work</a> effective 1/20/2025.<	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
65	Under circumstances not described elsewhere in this table	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)		
66	>(See notes 6 and 7)<	Employee is not entitled to appeal the separation	357	Termination				

Table 31-D. Codes and Corresponding Remarks, Continued

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
71	Employee separates to go to the American Institute in Taiwan under <a href="#">P.L. 96-8</a>			M04	1. See <a href="#">Table 31-D</a> 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 Standard Form 50.
72	Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES 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 his or her 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	
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	
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 href="#">Deferred Resignation</a> effective 01/20/2025<			>R56<	

Table 31-D. Codes and Corresponding Remarks, Continued

Remark Code	Then remark is
N10	To (or expected to) be paid under <a href="#">5 U.S.C. chapter 81</a> .
N11	Employee is entitled to 45 calendar days of continuation of regular pay under <a href="#">5 U.S.C., chapter 81</a> , section 8118.
N12	Expected to be paid under <a href="#">5 U.S.C. chapter 81</a> 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 <a href="#">5 U.S.C. 5305</a> .
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).
	Reserved
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 Standard Form 50, it should be summarized).
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<	>Presidential Administration Deferred Resignation Program.<
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).