

Operating Manual Update

The Guide to Processing Personnel Actions

Update 109 – All Chapters

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U.S. Office of Personnel Management

Summary of Changes, Update 109:

There are no content changes associated with this update. The purpose of this update is to create a single historical file version of the *Guide to Processing Personnel Actions* (GPPA) with content current as of April 15, 2025. The only changes made in this document were: removing the table of contents links to external chapter files and replacing them with links to internal chapter locations. This document is obsolete and for historical reference only. No personnel actions should be processed using this guide. All actions should be processed using the current GPPA and the GPPA Navigator located on the Federal Workforce Data site at data.opm.gov.

The Guide to Processing Personnel Actions



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The Guide to Processing Personnel Actions

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Subchapter 1: Introduction to this Guide

1. Authority

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section 9.2, civil service rule IX, is based on that statute and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders.

2. Coverage

"The Guide to Processing Personnel Actions" (Guide) contains the Office of Personnel Management's instructions on how to prepare personnel actions. Agencies may supplement the Guide with additional instructions and may require personnel action documentation in addition to what is called for in the Guide. However, in no case may an agency document derogatory or medical information on a personnel action if the information is not authorized by this Guide. As referenced throughout this Guide, the term Official Personnel Folder ("OPF") is inclusive of an approved electronic equivalent of the same (i.e., eOPF).

3. Documentation of Personnel Actions

- a) **Request for Personnel Action.** For most of the personnel actions you process, there will be a Request for Personnel Action, Standard Form 52, or a similar agency form approved by the Office of Personnel Management as an exception to the Standard Form 52. The Standard Form 52 is usually initiated by the office or supervisor who wants to take a personnel action, such as the appointment of an employee; occasionally the personnel office initiates the form. The requester completes one part of the Standard Form 52 and forwards it to others (such as the budget office) whose approval is required by the agency. The form is then sent to the personnel office for review and clearance by classification, staffing, and other personnel specialists, and for signature by the individual(s) to whom authority to approve personnel actions (appointing authority) has been delegated. Chapter 4, of this Guide, explains how to complete the Standard Form 52; if your agency has an exception to the Standard Form 52, approved by the Office of Personnel Management, the instructions in Chapter 4 apply to it as

well. After the Standard Form 52 has been completed and the requested action has been approved, the form is sent to the personnel clerk or assistant who uses it to process the action in the agency's automated personnel system.

b) **The Notification of Personnel Action Standard Form 50**, Standard Form 50-B, list form of notice, or an exception to one of these forms approved by the Office of Personnel Management, constitutes official documentation of Federal employment. Chapter 4, of this Guide, explains how to complete the Standard Form 50 and list form of notice. If your agency has an exception to the Standard Form 50 approved by the Office of Personnel Management, the instructions in Chapter 4 apply to it, as well.

i) The Notification of Personnel Action must be prepared for all accessions, conversions, and separations - nature of action codes beginning with 1, 5, or 3 - and for all corrections and cancellations of these actions. For these actions, the Notification of Personnel Action is required both as official notification to the employee and as official documentation of the action. The employee must receive a Notification of Personnel Action for these actions. A copy of the Notification of Personnel Action must be filed on the right side of the Official Personnel Folder. Accessions and separations due to mass transfer may be documented by a list form rather than the Standard Form 50.

ii) The Notification of Personnel Action is not required for the following actions:

- Exception to Reduction in Force Release;
- Realignment;
- Recruitment Incentive;
- Relocation Incentive;
- Retention Incentive;
- Referral Bonus;
- Student Loan Repayment;
- "Individual" or "Group" Time Off Award
- Individual Cash Award ("RB" or "NRB");

- Group Award (“Ch 45” or “Other”);
- Lump Sum Performance Payment (“RB-ILPA”, “RB-NILPA”, or “NRB”);
- “Individual” or “Group” Suggestion/Invention Award;
- Foreign Language Award
- Travel Savings Incentive; and
- Senior Executive Service Performance Award.

These actions are not documented on the right side of the Official Personnel Folder. At the agency’s option, they may be documented on the left side of the Official Personnel Folder while the person is employed in the agency. Agencies may choose to use the Notification of Personnel Action to notify employees of these actions or they may choose other methods of notification. Other notification methods must meet the requirements in Chapter 4 of this Guide.

iii) For all other actions, the Notification of Personnel Action must be prepared and filed on the right side of the Official Personnel Folder. Agencies may choose to notify employees of the action with a copy of the Notification of Personnel Action or with another method that meets the requirements in Chapter 4 of this Guide.

- c) **Enterprise Human Resource Integration.** Much of the Standard Form 52 and Standard Form 50 information is collected to meet Government-wide human resource information needs. This information is reported to Enterprise Human Resources Integration (EHRI), a centralized automated information system that provides statistics on Executive Branch employment to the Congress, Office of Personnel Management, and other agencies. This information is used in a variety of ways to evaluate and formulate human resource systems and programs. Unless specifically authorized in the operating manual, [The Guide to Human Resources Reporting Requirements](#), all personnel actions described in this Guide are reported in EHRI dynamics submissions.

4. Nature of Actions, Legal Authority and Remarks

Each chapter on processing actions contains instructions on how to select the nature of action, the legal authority(ies), and the remarks for the action. A complete list of natures of action (both the full and the abbreviated

versions), the legal authorities, the remarks, and their associated codes is published in [The Guide to Personnel Data Standards](#).

a) Nature of Action

i) The nature of action (NOA) is the phrase that explains the action that is occurring (such as "appointment" or "promotion"). Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action. Each time a table directs you to enter a particular nature of action on a Standard Form 52 or Standard Form 50, you must also enter its code.

ii) The first digit of the nature of action code indicates the type of action:

- 100 series—appointments
- 200 series—returns to duty from nonpay status
- 300 series—separations
- 400 series—placements in nonpay and/or nonduty status
- 500 series—conversions to appointment
- 600 series—(reserved for Office of Personnel Management use)
- 700 series—position changes, extensions, and miscellaneous changes
- 800 series—pay changes and miscellaneous changes
- 900 series—(Reserved for use by agencies)

The second and third digits of the nature of action code indicate the particular kind of action, for example, "promotion," "resignation," etc.

iii) Nature of action codes 000-899 may be used only as authorized by the Office of Personnel Management. Within the 000-899 group of codes are ones used to record actions involving particular groups of employees. If your agency is authorized to use any of these special codes, your personnel office will have a list of them and instructions on when and how they are to be used.

iv) Codes 900-999 may be used by agencies to document personnel matters that are of interest to the agency and for which the Office of Personnel Management does not require a Standard Form 50, for example, a change in the employee's position number when no other change occurs, or a change in the appropriation from which the employee is paid. In general, a Standard Form 50 documenting a 900 series action may not be filed on the right side of the Official Personnel Folder (OPF). The exception is when an agency uses the Standard Form 50 instead of an agency form to document something that is approved for long-term Official Personnel Folder retention. An example is completion of the supervisory or managerial probationary period. Actions in the 900 series are not reported in Enterprise Human Resources Integration dynamics submissions.

b) Legal Authority

- i) The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken. While the nature of action identifies the personnel action, the authority identifies the specific circumstances under which the action is taken. Agencies and the Office of Personnel Management use this kind of information to perform their personnel management functions.
- ii) Each authority has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. Each time a table tells you to use a particular authority, you must also use the code. When more than one authority and code is required, you must enter them on the Standard Form 52 and Standard Form 50 in the order in which they are listed in this Guide.
- iii) Legal authority codes beginning with an alpha character (meaning a letter), and those beginning with the numbers "1" - "5," are reserved for use by the Office of Personnel Management to identify authorities on actions that are reported to Enterprise Human Resources Integration (EHRI). An agency may create its own legal authority codes, using "6," "7," "8," or "9" as the first character of the code, to identify an authority unique to the agency. Such an authority may be cited on an action *only* when the action is one that is *not* reported to EHRI *or* when the authority is to be cited as the *second* one on an action that is reported to EHRI. Agencies

creating internal legal authority codes using "6," "7," "8," or "9" as the first character of the code, to identify an authority unique to the agency, must also coordinate the creation and use of the codes with the Office of Personnel Management via e-mail at persaction@opm.gov. Coordination requests are to include a completed form 1828 or 1828a along with supporting documentation.

- iv) To obtain the legal authority code to be cited for a new law, regulation, Executive Order, or other authority on an action that will be reported to EHRI, contact the Data Elements Program Manager within the Office of Personnel Management's Human Resources Line of Business (HRLOB) office at DataElementRequest@opm.gov. Requests submitted are to include completed form 1828 or 1828a, along with supporting documentation for the request submission.

c) Remarks

- i) Remarks are put on the Standard Form 50 to explain the action to the employee, the payroll office, future employers, the Office of Personnel Management, and to other Federal agencies. For some actions, specific remarks are always required; for others, the remarks will vary according to the employee's work history. Tables in the chapter that covers the action will tell you how to select the necessary remarks and list them. The remarks used on documentation of personnel actions are standardized and agencies may not change or alter a remark listed in this Guide without the prior approval of the Office of Personnel Management. Except as noted below, agencies may supplement the remarks to explain actions.
- When an employee whose appointment does not afford appeal rights submits a resignation or retirement, or is separated by the agency, no agency reasons for or explanation of the separation ("agency finding") may be placed on the action.
 - When an employee whose appointment does afford appeal rights submits a resignation or retirement before receiving written notice of a proposed disciplinary or adverse action, no remarks regarding the proposal may be placed on the action.
 - Remarks are identified in this Guide by codes for ease of reference. The first characters of the remarks codes indicate the

purpose for which the remark is used; the other characters of the code have no significance

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

5. Other Standard Form 50 Data

The Office of Personnel Management has developed standard codes to record other data on personnel action forms and to report data to Enterprise Human Resources Integration. These codes and their definitions are published in [The Guide to Personnel Data Standards](#). Only the codes published in [The Guide to Personnel Data Standards](#) and in this Guide may be used to document information in the following blocks of the Standard Form (SF) 52, SF 50, and SF 50-B:

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

6. Cancellations and Retroactive Personnel Actions

When a personnel action is determined to be in error, follow the instructions in Chapter 32 of this Guide regarding proper action to take.

7. Need for Accuracy and Use of Personnel Action Data

- a) Personnel action data are used by both employing agencies and the Office of Personnel Management. They are used by agency personnelists and managers to make decisions about employees, for example, whether a current employee is qualified for promotion, is eligible for reinstatement, etc. Agencies and the Office of Personnel Management's Data Analysis office use employee data, including nature of action and authority, to generate statistics providing a wide variety of information on the Federal workforce to the President, Congress, Office of Personnel Management personnel program managers, agencies, and to the public. This information is used to make policy decisions on personnel programs which affect current and future Federal employees. The data reported to Enterprise Human Resources Integration (EHRI) are also used by the National Personnel Records Center to provide locator and general reference service concerning Federal employees.
- b) To protect the interests of both the employee and the Government, it is critical that actions be documented correctly and that data on each action discussed in this Guide be reported to the Office of Personnel Management's EHRI accurately and on a timely basis. The operating manual, [The Guide to Human Resources Reporting Requirements](#),

explains how and when to submit data to EHRI. When personnel action data are received by the Office of Personnel Management, they are rigorously screened and edited. Lists of errors found in the screening process are sent back to the submitting agencies.

8. Questions Regarding Unusual Cases

An agency's Human Resources Office should direct questions to the Guide Program Manager, within the Office of Personnel Management's Human Resources Line of Business (HRLOB) office at persaction@opm.gov.

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Subchapter 2: How to Use this Guide

1. How the Guide is Organized

The first seven chapters of The Guide to Processing Personnel Actions (Guide) contain general instructions for processing personnel actions, including how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action, and how to determine creditable service and calculate a service computation date. Chapters 9 through 32 contain instructions for specific types of actions. Chapter 34, Topic Index and Chapter 35, the Glossary, are readers' aids for using this Guide. The Topic Index helps identify the correct chapter where information is located and the Glossary defines terms.

Each specific type of action is covered in a separate chapter. Chapters 9 through 32 contain:

- an introduction that explains the personnel actions covered by the chapter, and definitions of those actions;
- step-by-step instructions on how to process the action, (decisions to be made and actions to be completed); and
- tables to help you select the correct information to put on the Standard Form 52 and the Standard Form 50.

Most of the instructions and tables for a particular action are in the same chapter. There will be times, however, when you will have to look elsewhere. For example,

- When a table in one chapter applies to several kinds of actions and the table has not been reprinted in other chapters, you will be told to turn to it.
- Instructions regarding benefits are complicated and they are not reprinted. You are told where to find them elsewhere in Office of Personnel Management publications.
- When general instructions apply to more than one kind of action, they have been combined in the first 7 chapters.

2. Identification of Changes to the Guide

When revised pages are issued, new *** >text changes and/or additions are identified in dark red font surrounded by angled brackets (e.g., ><). Deletion/removal of text are identified with three asterisks in green font

(e.g., ***). All symbols annotating historical changes throughout the chapter have been removed from revised GPPA chapters<.

These designations are not usually used when an entire chapter is re-issued.

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Job Aid

Getting Ready to Process Personnel Actions

When you process personnel actions, there are forms you will use, terms you will hear, and manuals to which you will refer constantly. To make your work easier later on, you should do the following steps.

Step	Action
1	Establish an office file of reference materials that will be used with this Guide when processing personnel actions. Your file should include: • Title 5, United States Code; • Title 5, Code of Federal Regulations; • The Guide to Personnel Recordkeeping; • The Guide to Personnel Data Standards; • The CSRS and FERS Handbook for Personnel and Payroll Offices; • Federal Employees Group Life Insurance (FGLI) Handbook; • Annuitants, Compensationers and Employing Offices; • The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices; and Your agency's instructions for processing personnel actions. (Some parts of this Guide will refer you to your agency's instructions.)
2	Read The Guide to Personnel Recordkeeping , which covers personnel records and files. Keep it handy for easy reference. You will use it often.
3	Become familiar with Title 5, United States Code , and Title 5, Code of Federal Regulations , which contain many of the authorities cited on personnel actions. The Code of Federal Regulations is updated through daily publications of the Federal Register .
4	Become familiar with personnel language. • Read through the <i>Glossary of Terms</i> in this Guide (Chapter 35). • Refer to the <i>Glossary</i> as you process actions to learn the definitions of terms you do not know or understand.
5	Become familiar with personnel forms. You will use many of them. Thoroughly read the instructions on the form and in this Guide before using any form. (You may find it helpful to keep a copy of each form you complete as a sample for future reference.)

Job Aid

Instructions for Processing Personnel Actions

The chapters in the Guide will tell you how to select the codes and information to enter on the Standard Form 52, Request for Personnel Action. If you do not have all the information you need about the reason for the action or about the employee it concerns, **ask questions** of the personnel specialist who approved the action. **Do not guess**. Your documentation affects the rights and benefits of Federal employees.

Follow the 3 steps in the table below when processing personnel actions.

Step	Action
1	Decide what kind of action has been requested or is needed. Most personnel actions are processed starting with the receipt of a Standard Form 52, Request for Personnel Action. Check blocks 5-B and 6-B in Part B. If you cannot tell from the Standard Form 52, ask the personnel specialist who approved the action.
2	Locate the correct chapter in the Guide for instructions on processing the action. • Use the reader aids, the Table of Contents and the Topic Index (Chapter 34), in the Guide to choose the most likely chapter. If terms are unfamiliar to you, refer to the Glossary (Chapter 35). • Once you have chosen a likely chapter, review the chapter contents page and the coverage section for that chapter. These will help you decide whether the instructions you need are contained in the chapter. <i>Continued on next page</i>

Step	Action
3	Follow carefully the instructions found in the chapter(s) appropriate for the action you wish to process. • Read the narrative information included in the chapter before going to the tables and figures. Provided in each chapter are definitions for terms used. Also provided are instructions that refer to special situations that may occur which the tables and figures may not address. • The instructions cover only the Office of Personnel Management's requirements and may not include everything that your agency requires. Therefore, if your agency has its own processing instructions, you must follow them, as well. Because each personnel office may operate under different procedures, this Guide does not tell you who is responsible for each processing step. • When you find that a step has already been completed, use this Guide to check to see that it was completed correctly. DO NOT just copy something from a previous Standard Form 50, Notification of Personnel Action. <i>If there was a mistake on the previous action and you copy it, your mistake may affect the employee's pay or benefits.</i> • The chapter(s) will tell you how to select the codes and information to enter on the Standard Form 52. Use the Standard Form 52 as a "draft" to prepare the Standard Form 50. Chapter 4 gives you general information on how to complete the Standard Form 52 and explains what your final Standard Form 50 must contain. More specific information is in the chapter that covers the particular action you are processing.

Job Aid

How to Use a Decision Logic Table

Charts instead of paragraphs.

Most of the instructions in this Guide are in the form of Decision Logic Tables. A Decision Logic Table gives you instructions in the form of a chart rather than in the form of a paragraph. Some Decision Logic Tables will help you select information which must be put on the Standard Form 50, Notification of Personnel Action.

Rules on a Decision Logic Table.

It is easier to make a decision with a Decision Logic Table because all the conditions you must consider are shown in separate boxes. A sentence in a Decision Logic Table is called a "rule." Each rule shows conditions which must be considered, their relationships to each other, and the decision or appropriate instructions.

Reading the rules.

Decision Logic Tables used in this Guide are read across (horizontally). To read a Decision Logic Table, look at the caption for column A, the entry for the rule in column A, the caption for column B, the entry for the rule in column B, etc., until you have read across the entire table.

For example, look at the chart below. Rule 1 reads, "If the appointment is based on the selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining, and the appointment is with Career-Conditional Status, then Nature of Action is Career-Cond Appt."

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

Look at the chart below to read rule 2. To make it easier to follow, parts of rules 1 and 3 have been blocked out. Rule 2 reads, "If the appointment is based on the reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated, and the appointment is with Career Status, then Nature of Action is Career Appt." Notice that you begin to read each rule with the heading for the first column (A).

Rule	If the appointment is based on the	And the appointment is	Then Nature of Action is
1			
2	Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated	With Career Status	Career Appt
3			

Look at the chart below to read rule 3. It reads, "If the appointment is based on the Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated, and the appointment is with Career-Conditional Status, then Nature of Action is Career-Cond. Appt." Because there is no new entry for rule 3 in the first column (A), use the last entry, which also is used for rule 2. Each new entry is separated from the preceding one by a horizontal line; if there is no new entry for a particular rule, read the last entry from the rule above. (Parts of rules 1 and 2 are blocked out to make it easier to read the rule.)

Rule	If the appointment is based on the	And the appointment is	The Nature of Action is
1			
2	Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated		
3		With Career-Conditional Status	Career-Cond Appt

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Chapter 3: General Instructions for Processing Personnel Actions

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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.

Subchapter 1. General Instructions

1. Authority to Prescribe Reporting Requirements

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in [section 2951, Title 5, U.S. Code. Part 9.2, title 5, U.S. Code of Federal Regulations](#), is based on that statute, and extends this authority to all types of appointments and personnel actions.

2. Employee Name

- a. Name used.** The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides; for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and bank accounts. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.
- b. Recording employee's name.** The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

Last Name [comma] Suffix (Jr., Sr.) [comma] [space]
First Name or Initial [space]
Middle Name(s) or Initial(s)

Examples:

Doe, Jr., John NMN
Martin, M. Catherine
O'Reilly, John F.X.
Martinez-Sandoval, Maria Elena
No last name, Taylor NMN
Taylor, No first name NMN

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Do not use abbreviations when entering "no first name" or "no last name" on a

personnel document. If an employee has a single name, when necessary, ask the employee whether to record it either as the first name or the last name. Refer to the preceding paragraph for examples of how a single name is recorded (i.e., see examples for "Taylor"). Record apostrophes and hyphens of spaces between double names only as used by the employee. Do not use titles, such as "Mr.," "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

3. Effective Dates

- a. Prior Approval.** Except as explained in Table 3-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen-and-ink signature or by an approved electronic authentication in block 50 of the [SF-50](#) or in Part C-2 of the [SF-52](#). By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.
- b. Setting Effective Dates.** Unless otherwise indicated on the Notification of Personnel Action, separations, actions to terminate grade and pay retention, and Opt-Out Phased Employment/ Retirement actions are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.). Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.
- i.** Follow the instructions in [Table 3-A](#) to set dates in situations where approval of the appointing officer is required. Use [Figure 3-1](#) to identify Comptroller General Decisions that address effective dates and how they are set in specific situations.
- ii.** Follow the instructions in [Table 3-B](#) to set dates in those situations where prior approval of the appointing officer is not required.

4. Approval of Personnel Actions

- a. Requirement for approval.** As explained in *** >the "Prior Approval" paragraph above<, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the [SF-52](#) or blocks 49 and 50 of the [SF-50](#) to approve an action.
- b. Delegation of appointing authority.** [Under 5 U.S.C. 302](#), the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then redelegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of >a< specific position. The delegation must be in writing and clearly define the extent of the authority being granted; for example, authority to approve all within-grade increase actions.
- c. Responsibilities of the appointing officer.** The appointing officer is responsible for ensuring that each personnel action ***>the appointing officer< approves meets all legal and regulatory requirements. ***>The appointing officer< is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff about legal authority for the action, including issues such as qualifications, pay, and suitability. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience, and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.
- d. Criteria for selection of appointing officers.** Agencies must ensure that appointing authority (that is, the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements.

Approval of actions is a serious responsibility that should not routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information as to how these determinations were reached, cannot and should not be expected to decide whether the specific action meets legal and regulatory requirements.

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Subchapter 2. Cancellations and Retroactive Personnel Actions

1. Coverage

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

2. Definitions

a. A **decision** (as used in this chapter) is a(n):

- i. Court Order; or
- ii. Decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or
- iii. Arbitral award or decision of an agency head that adopts the recommendations of an agency fact finder; or
- iv. Settlement agreement between an individual and an agency under circumstances other than those above.

b. A **cancellation** cancels or rescinds an earlier action that was improper, that was proper but contained references to an improper action, or that contained remarks that are inappropriate or erroneous and that should not have been recorded.

c. A **retroactive action** is one that is prepared or processed after the pay period in which it is to be effective. Retroactive actions may be either replacement actions or newly required actions.

d. A **replacement action** is one which takes the place of or replaces a canceled [SF-50](#) when:

Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or

- i. The original action was canceled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or
 - ii. The original action was canceled because it in some way reflected the effects of another personnel action that was also canceled (for example, a change to career tenure that reflects the wrong grade because a previous change to lower grade was canceled).
- e. A **newly required action** is a personnel action that is required because of a decision or a cancellation. For example, if a reassignment action was canceled and is replaced with a promotion action, you may also need to process a within-grade increase for which the employee would have been eligible because of the retroactive effective date of the promotion.
- f. **Improper service or improper assignment** is:
 - i. Service or an assignment performed in a position or positions to which a decision says the employee should not have been assigned; or
 - ii. Non-Federal service performed during a period of improper separation from Federal service.
- g. A **void action** is an action which should never have occurred because of an absolute statutory bar to it, such as appointment of a male who has not registered, as required, for Selective Service, or because the employee was guilty of fraud regarding the action or deliberately misrepresented or falsified a material matter.
- h. The **OPF (Official Personnel Folder)**, which includes an approved electronic equivalent of the same (i.e., eOPF), is the official repository of records and reports of personnel actions effected during an employee's civilian government service and documents and papers required in connection with such actions.
- i. **EPF (Employee Performance File)**. Performance appraisals and related records maintained in either a separate envelope in the Official Personnel Folder, a separate folder (in whatever office the organization designates), in a supervisor's work folder, on microfiche, in an automated personnel record system, or in any combination of such records maintenance systems. Whatever system or combination of

systems the agency chooses constitutes that agency's Employee Performance File System.

- j. Subject File.** A file separate from the Official Personnel Folder or Employee Performance File, in which material is filed and retrieved by subject or topic, rather than by employee. Examples of subject files found in a personnel office include grievance files and adverse action files.
- k. An interim appointment, promotion, within-grade increase, or other interim action** provides relief for an employee who prevails in an initial action before the Merit Systems Protection Board (MSPB). It provides an employee with income during the continuation of the appeal process following the initial MSPB decision.

3. Reasons for Cancellations and Retroactive Actions

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

4. Implementation of Decision

- a. Decisions of the Merit Systems Protection Board (MSPB.)** > [Title 5, Section 7701\(b\)\(2\) of the United States Code](#) <***authorizes interim relief for employees who prevail in their initial appeals of adverse actions, performance-based actions, or other appealable actions before MSPB. Any such interim relief ordered by MSPB is effective on the date the initial decision is issued (see [5 CFR 772.102](#), [5 CFR 531.414](#), and Figure 32-3 of this Guide). Stays of personnel actions (including retroactive stays) ordered by MSPB where an individual files an individual right of action (IRA) appeal under the Act, claiming reprisal for having engaged in protected activity, are not considered interim relief.
- b. Other Decisions.** An agency should not delay initiating corrective action in accordance with a decision unless it has sought and been granted a stay. Once the appeals, if any, have been exhausted, the decision must be implemented.

5. Decisions that Do Not Require Personnel Actions

- a. Whether it is prepared in paper or electronic format, an [SF-50](#) is the official record that a personnel action has been effectuated. The employee's payroll records (including retirement, tax, and Thrift Savings records) are based on and reflect the salary or pay documented on the employee's [SF-50](#). As a result, when an agency prepares a retroactive, a replacement, or a newly required personnel action ([SF-50](#)), the employee who is the subject of the action is entitled to receive the salary or pay shown on that [SF-50](#) (minus the appropriate deductions). Therefore, when a decision states that an employee is to receive no salary or pay for a particular appointment, position or assignment, the agency should *not* prepare an [SF-50](#). An [SF-50](#) should be prepared *only* in those instances where the employee is to receive pay and benefits as a result of the action documented on that [SF-50](#).
- b. When a decision by a third party makes a monetary award to an employee but does not address personnel actions, or change the individual's appointment status, position, or pay (for example, if a decision merely awards a payment of damages but does not require reinstatement of the employee), no personnel actions are to be processed. Send a copy of the decision to the payroll office and place a copy in the appropriate appeal or other subject file. Do not place a copy of the decision in the employee's Official Personnel Folder.

6. Decisions that Require Preparation of Personnel Actions

Absent an appeal to a federal court, the decision of a final administrative authority is final and binding. An agency should make every effort, in complying with administrative and judicial decisions, to also comply with applicable civil service rules and regulations. For example, if a decision requires that a new position be established at a particular grade level, the agency establishes a position that would be justified under the position classification standards. In these cases, the employee's [SF-50](#) shows the title, series, and grade directed by the decision and position description number assigned by the agency to that "position." A copy of the decision is to be placed in the agency's position classification files along with the position description itself. The position description should reflect duties and responsibilities which are in accord with the title, series, and grade directed by the decision. A copy of the decision is not placed in the employee's Official Personnel Folder; instead, it is placed in the appropriate

subject file.

7. Responsibilities of the Agency Preparing Actions to Implement a Decision or Take Corrective Action

a. Determining the Agency Responsible for Preparing Personnel

Actions. If the employee concerned is currently employed in the Federal Government, the current employing agency is responsible for preparing and distributing the [SF-50](#) to implement a decision or take corrective action. The current employing agency is also responsible for adding documents to or deleting documents from the employee's Official Personnel Folder in accordance with the instructions in this chapter. (When the decision orders the employee moved to another agency, the agency in which the employee is employed on the date of the decision is considered "the current employing agency" for the purposes of these instructions.) If the employee has left the Federal service or is employed in an agency which is not subject to Title 5 of the United States Code, the agency against whom a decision is rendered or who is a party to the settlement agreement is responsible for preparing and distributing the personnel actions and taking the necessary actions to implement the decision. (The requirement that the current employing agency prepare the paperwork does not mean that the current employing agency must effectuate/pay a retroactive benefit.)

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

- i.** Carrying out any specific instruction in a decision that requires the addition or removal of specific documents from the employee's Official Personnel Folder or that directs the preparation and documentation of personnel actions. (Remember, when a decision by a third party awards a payment of damages but does not require a retroactive personnel action, such as a retroactive appointment or promotion, no personnel action is prepared and nothing concerning the payment or decision is placed in the employee's Official Personnel Folder.)
- ii.** Determining which actions must be canceled, which must be replaced, and what actions are newly required. Actions to be canceled and replaced include those that would have occurred anyway, but that has information regarding the improper

assignment; for example, a life insurance change that has references to an organization to which the employee was improperly assigned.

- iii.** Ensuring the reasons for cancellation are explained on the cancellation action and that the retroactive action and related documents in the Official Personnel Folder contain no reference to the reason the action is being processed retroactively—that is, no reference to the error, the grievance, or complaint that is the reason for the retroactive action being processed. The authority cited on a retroactive action is the authority that would have been cited if the action had been processed on or before its effective date. If, on the effective date of the action, the agency would not have had an appropriate authority to take the necessary action (for example, a decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), "[Reg. 250.101](#)" is cited as the authority. This is a general "do-what-the-decision-says" authority and its use avoids the need to cite a specific decision, Court Order, or other document which would identify more specifically the employee's original complaint and result in irrelevant information being placed on the action and in the Folder. This protects the employee's privacy and the usual intent of decisions.
- iv.** Distributing and filing copies of the actions prepared to implement a decision, or take corrective action including:

 - 1.** Removing each canceled action and all its supporting documents (including [SF-52s](#)) from the employee's Official Personnel Folder and filing them in the appeal or other appropriate subject file, along with the Official Personnel Folder copy of the Cancellation action. Retain the actions as long as the subject file is retained; consult the National Archives and Records Administration (NARA) Records Schedule to determine how long a particular file must be kept.
 - 2.** Sending to each prior Federal employer the payroll copies of cancellations, retroactive action, and replacement actions for the period during which the employee was on the rolls of that agency, along with a letter explaining why the actions were processed or a copy of the decision which required the

actions. This will enable the prior employer to make appropriate pay adjustments and to take any other actions necessary to complete the corrective process or implement the decision.

3. Advising the employee in writing that *** >they< may request a transcript of service be placed in *** >their< Official Personnel Folder to document the positions to which improperly assigned and any job- related performance awards earned. (See sample letter and transcript in Figure 3-3.)
4. Counseling the employee on the steps the agency will take to implement the decision and counseling *** >the employee< on the advantages/disadvantages of placing in the Official Personnel Folder a record of the positions to which improperly assigned. (Figure 3-2 has instructions for determining the manner in which this service may be credited for various purposes.)
5. Advising the employee whose Official Personnel Folder contains an application/resume documenting improper service of the need to prepare a new application/resume if *** >the employee< does not wish to have improper service documented in *** >their< Folder.
6. Placing in the employee's Folder the transcript of service if *** >they< so request (see paragraphs >3 and 4 of this list<) or a corrected application/resume in lieu of one which describes improper service (see paragraph >5 of this list<).
7. Deleting all references to the improper service from the records of training and incentive awards earned during the period of improper assignment. (Follow agency instructions to correct the records. Copies of any erroneous records are filed with the decision and cancelled actions in the appropriate subject file.) Note that while references to improper assignments must be deleted, the employee keeps monies received for incentive awards (such as cash awards), as long as the improper assignment was not the result of fraud or a void action.

8. Ensuring that records of Federal Employees' Group Life Insurance and Federal Employees' Health Benefits Program enrollment agree with the employment record resulting from implementation of the decision.
9. Ensuring that any necessary changes to records in the agency's Employee Performance File (EPF) system are made, following the instructions in [Title 5 of the Code of Federal Regulations, part 293](#).
10. Ensuring that back pay awards are computed in accordance with [Title 5 of the Code of Federal Regulations, part 550, subpart H](#).
11. Following instructions issued by the Office of Personnel Management's Retirement Services office to prepare/alter the employee's SF-2806, Individual Retirement Record or SF-3100, Individual Retirement Record.
12. Following guidance in title [5 of the Code of Federal Regulations, part 630](#) to resolve questions regarding leave.

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

When the employee was improperly assigned or was employed outside the Federal Government because of the action addressed by the decision, the person who counsels the employee regarding implementation of the decision should discuss with *** >the employee< the potential value for qualifications and career advancement purposes of the experiences gained during the period of improper assignment.

For example, if a typist worked in another agency as a secretary while appealing a reduction-in force separation, the secretarial duties could be qualifying for other positions in the Federal Government, and it could be advantageous to have this experience noted in the Folder. On the other hand, if the typist worked as a cashier at a local variety store while appealing a separation, *** >they< might see no value to this experience being recorded in the Folder.

The employee may cite the experience on a future application, whether it is recorded in the Official Personnel folder or not. The advantage of recording it

in the Folder is that it will be a matter of record there if the Folder is used to identify job candidates or to rate or rank candidates. The disadvantage, of course, is that the presence of this record of service in the employee's Folder serves as a "flag" to a reviewer that the employee complained, grieved, or filed an appeal and may draw unwelcome attention to the original problem.

The decision to record the service in the Folder should be made by the employee based on how valuable *** >the employee< feels the experience gained while improperly assigned will be to *** >their< career advancement plans. Use of dual [SF-50s](#), those that were originally prepared as well as the ones prepared to implement the decision, provides a confusing record of the two periods of service. If the employee chooses to have the period of improper service recorded, the transcript of service provides the most practical means of doing so. The counselor should explain to the employee that *** >they are< being asked to decide about the record now to establish a complete record of how the decision is implemented and to ensure that after the decision is implemented the Official Personnel Folder reflects as nearly as possible the way in which the employee would like to have *** >their< service history recorded.

9. Advice to Employee Regarding Waiver or Overpayment of Pay

[Section 5584 of title 5, U.S. Code](#), provides for waiver of claim of overpayment of pay to an employee when collection of the overpayment would not be in the best interest of the United States. In the relatively few instances where implementation of a decision results in the employee having received an overpayment, *** >they< should be advised that the provisions of [5 U.S.C.5584](#) may apply.

10. ADP Records and Systems

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

11. Questions Regarding Unusual Cases

An agency's Human Resources Office may refer questions regarding how personnel actions should be processed to the >Guide to Processing

Personnel Actions (GPPA) Team at persaction@opm.gov<. *** Refer questions regarding legal issues >associated with implementing< a decision *** to the Office of Personnel Management's >Office of< General Counsel ***.

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Subchapter 3. Electronic Forms and Signatures

1. Approvals to Use Electronic Personnel Forms

- a. Definitions.** An “electronic form” is an officially prescribed set of data **>elements<** residing in an electronic medium that can be used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed **>hard-copy<** form or be purely prescribed fields for collecting the data that can be integrated, managed, processed, and/or transmitted through an organization’s information processing systems.
- i. “Form” and “electronic personnel form” mean only personnel-related forms, **>as mentioned/discussed in this Guide<**.
 - ii. “Electronic form” includes both forms that are part of an automated transaction and forms where the image/data elements reside on a computer.
- b. Using automated technology to create an electronic personnel form.** Per [Title 41, Code of Federal Regulations, Part 102-194](#), the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management *provided* that:
- i. The electronic reproduction is complete (contains all instructions and questions);
 - ii. The wording and punctuation of all items, instructions, and identifying information ***** >are identical to<** the current official form; and
 - iii. The sequence and format for each item on the form must be reproduced to the highest degree possible. Additions or deletions of data from the current form require prior **>OPM<** approval.

Send requests for approval through your agency's Standard and Optional Forms Liaison to:

>Forms Officer, Office of the Executive Secretariat,
Privacy, and Information Management<
U.S. Office of Personnel Management
1900 E Street NW >, Room 5H27-F<
Washington, DC 20415-6000

The Office of Personnel Management's >Human Capital Data Management and Modernization (HCDMM) is the program office responsible for the following forms: < ***

- [SF-50, Notification of Personnel Action](#)
- [SF-52, Request for Personnel Action](#)
- [SF-75, Request for Preliminary Employment Data](#)
- [SF-144, Statement of Prior Federal Service](#)

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

- c. Approval to use electronic forms** does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1 or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

>Records Officer, Office of the Executive Secretariat,
Privacy, and Information Management<

U.S. Office of Personnel Management
1900 E Street NW
Washington, DC 20415-6000

2. Criteria for Use of Electronic Forms

- a. An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard, or agency form.
 - i. The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as the current version of the form, and the sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.
 - ii. The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:
 - 1. An employee requests a copy of one or more records in *** >their< Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder;
 - 2. An employee separates from Federal service or moves to an agency that does not use electronic forms; or
 - 3. The Office of Personnel Management requests a copy for evaluation or other purposes.
 - iii. Electronic versions of Office of Personnel Management-controlled forms (for example, the [SF-50](#) and [SF-52](#)) must use only the data

element coding contained in [The Guide to Data Standards](#).

1. There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.
2. The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.
3. Since automated media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of Personnel Management recommends that a back-up file be in a separate computer environment from the primary system—off-site if appropriate.
4. The system must be able to amend, delete, or add forms, and to add data to individual forms when required to respond to a Privacy Act amendment request or to comply with a settlement agreement or court order.
5. In addition to being able to produce paper copies of individual forms upon request (see paragraph >2a(ii) above<), an agency must be able to list each existing, electronically prepared [SF-50](#) and [SF-52](#), by data subject for at least two years after the date that the electronic form was executed.
6. The agency must retain all original signed designation of beneficiary paper forms for the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Federal Employee's Group Life Insurance (FEGLI) program >if paper forms are submitted<. *** >[Refer to Benefits Administration Letter 22-101](#) (and attachments) for the use and acceptability of electronic signatures for CSRS, FERS, and FEGLI program designation of beneficiary and other retirement-related forms.<

3. Authentication Procedures

- a. Electronic ***>signatories are verified by matching digital signatures to identity, based on previously set conditions surrounded metadata of the

signee. The digital signature< must be unique to the individual and defined only for those whose positions authorize and require them to initiate, sign or clear a personnel action.

- b. ***>For each form that was cleared or signed electronically, there must be an audit trail to show when and who signed/approved, cleared, input data to, and/or changed data on the form.<
- c. ***>The individual with delegated appointing authority remains the responsible official for ensuring that authentication procedures and the personnel actions to which they lead are proper and meet the requirements in law.<

4. Electronic Signatures

- a. A personnel action is the official record of employment and authorization of pay to the employee. The action must be approved on or before its effective date; the approval may be documented by a "signature" in either Part C-2 of the [SF-52](#) or in block 50 of the [SF-50](#). Because effective dates and approvals of personnel [SF-50](#) actions must be able to withstand administrative and legal challenge, any electronic approval signature system used in Part C-2 of the [SF-52](#) or in block 50 of the [SF-50](#) must be approved by the Office of Personnel Management.
- b. To be approved, an electronic signature system must include the following features:
 - i. The electronic ***signature adopted as the approving official's signature must be unique to the signer; that is, it must be initiated by methods that distinguish the specific approving official, and it must be under *** >their< sole control.
 - ii. The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date (block 49 of the [SF-50](#)). The date in block 49 must satisfy the requirements for completing block 49 as addressed in the job aid in Chapter 4, *** >"Completing the [SF-50](#) and Corresponding Parts of the [SF-52](#)."< Control procedures must be in place to ensure the authenticity of data on the form, including the electronic signature. Such controls must provide reasonable assurance that deliberate or inadvertent manipulation, modification, or loss of data on the electronically stored form is detected. For additional information, see the National Institute of Standards and Technology (NIST)'s [Special](#)

[Publication 800- 38B](#); [NIST Special Publication 800-38C](#); [NIST Special Publication 800-38D](#) and [>Federal Information Processing Standard \(FIPS\) 186-4<](#), Digital Signature Standard. ***

- iii. If the electronic signature does not get transmitted when a paper document is generated for the employee or the OPF, the approving official's name and title (name only if Part C-2), preceded by "Electronically Signed by:" must be printed on the paper document (e.g., block 50 of the [SF-50](#) reads, "Electronically Signed by: Hattie Belle-Callis, Director, Human Resources Management"). If the approving official's first and last name will not fit in the space allotted for such, show the first initial followed by the last name (e.g., "Electronically Signed by: H. Belle-Callis, Director, Human Resources Management").
- c. For approval to use an electronic signature in lieu of a personally signed paper [SF-52](#) or [SF-50](#), submit a request to:

>Director, Human Capital Data Management &
Modernization<
U.S. Office of Personnel Management
1900 E Street NW
Washington, DC 20415-6000

Subchapter 4. Entry-On-Duty Process

1. Appointments to Federal Civil Service Positions

Except for those described in Table 3-B, appointments may not be effective prior to the date of approval by the appointing official. Additionally, appointments to positions in the civil service are effective only from date of acceptance and entrance on duty, unless a later date is stated on the [SF-52](#) or other approving document.

2. Date of Acceptance

Acceptance may be shown by formal acceptance, by entry on duty, or by taking the oath of office. Date of acceptance is the date the applicant accepts the appointment offer either orally or in writing. When the employee reports for duty or takes the oath of office, acceptance of the position is acknowledged on that date, even though a formal acceptance is not given by the employee.

3. Entrance on Duty (EOD)

- a. Entrance on duty is the process by which a person completes the necessary paperwork as an employee and is sworn in with the oath of office.
- b. **Appointment Documents.** The job aid, "Appointment Documents and Information," lists materials that a new employee will need. Supplement that list with any documents required by your agency. If necessary, assist the appointee in completing the forms. Encourage the appointee to keep all copies of the personnel and payroll notices *** >they receive< from the agency.
- c. **Oath of Office.** As part of the entry-on-duty process, the employee takes the oath of office. Part A of the [SF-61, Appointment Affidavit](#), contains the oath of office (required by [5 U.S.C. 3331](#)), while part B includes the affidavit on striking against the Federal Government (required by [5 U.S.C. 7311](#)), and part C contains the affidavit on purchase and sale of office (required by [5 U.S.C. 3332](#)).
 - i. The form is completed and filed on the right side of the Official Personnel Folder when the employee is first appointed in the Federal

Government and for each subsequent new appointment in any agency (including appointment by transfer, reinstatement, and restoration). An [SF-61](#) is not required when there is a change in an employee's status (such as a conversion to a new appointment) as long as service is continuous in the same agency. Also, a new [SF-61](#) is not required when the employing office or agency changes as a result of a transfer of function. However, an agency may request that the form be completed even if it is not required.

- ii.** The oath and affidavits are executed when the appointee enters on duty and are given by a notary or by a Federal official or employee of your agency who has, or has been delegated, responsibility to administer oaths (see [5 U.S.C. 2903](#)). United States citizens must swear to or affirm the oath of office and the affidavit in part B; aliens must swear to or affirm the affidavit in part B. Persons appointed as "officers" must swear to or affirm the oath of office and the affidavits in parts B and C. ("Officers" are justices and judges of the United States and individuals who are required by law to be appointed by the President, a court of the United States, the head of an Executive agency, or the Secretary of a military department; persons appointed as "officers" are invested by law with authority delegated from the heads of departments or independent establishments.)
- iii.** If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the [Religious Freedom Restoration Act](#). Please contact your agency's legal counsel for advice. The jurat at the bottom of the form must be signed by each appointee and completed by the person who administers the oath or affidavits.
- iv.** The Civil Service oath of office in part A contains the phrase "defend the constitution." In the case of *Girouard vs. United States*, 328 U.S. 61 (1946), the U.S. Supreme Court held that the oath of allegiance to the United States of America (taken by all candidates for citizenship) "does not in terms require that they promise to bear arms." Explain to any appointee who questions the meaning of, or objects to, that part of the oath that the "defend the Constitution" phrase in the Civil Service oath of office does not imply that the appointee would be expected to bear arms.
- v.** Obtain an original and a copy of the [SF-61](#) when the oath and

affidavits are executed by cabinet officers and heads of independent establishments, agencies, and offices. After the oath has been taken and the form executed, send the copy to the Department of State.

- c. **The SF-144.** The [SF-144, Statement of Prior Federal Service](#) should be completed by each employee new to your agency. It identifies any prior service for which records must be located.

- d. **Personnel Folders.** Follow instructions in [The Guide to Personnel Recordkeeping](#) to establish a personnel folder for each new employee or to obtain the existing Folder for each employee with prior Federal Service. Use the Guide to file the forms completed during the entry-on-duty process.

4. Obtaining Personnel Information from the Prior Employing Agency

- a. If the person is being appointed without a break in service from another Federal agency, certain information is needed to process the appointment action. However, the Official Personnel Folder is not usually available for immediate review by the gaining office. In such cases, the information needed for processing the personnel action may be obtained by using the [SF-75, Request for Preliminary Employment Data](#). Personnel information provided on the [SF-75](#) can help prepare an appropriate appointment package for when the candidate enters on duty.
- b. When a [SF-75](#) is needed:
 - i. Contact the personnel office that has the person's Official Personnel Folder. To help you find the correct office, ask the appointee where the folder is kept. The information for completing the [SF-75](#) may be received through a telephone call or the form may be mailed to the prior employing office.
 - ii. Refer the completed [SF-75](#) to the personnel specialist for review and then copy any needed data from the [SF-75](#) onto the [SF-52](#).
 - iii. File the [SF-75](#) received from the losing agency according to agency instructions.

Job Aid

Appointment Documents and Information

Introduction

Regardless of whether your agency uses a reappointment package, a type of electronic forms processing, or entry-on-duty orientation session, new employees must complete certain documents and should receive certain employment information.

Documents Completed for All New Employees

Though some of the information collected on some of the forms is voluntarily submitted, employees are requested to complete the following forms. Refer to Chapter 4 of this Guide for instructions on entering these data into your agency's automated personnel system.

Document	Instructions
SF-61, Appointment Affidavit	Refer to section 3c of this chapter for instructions.
OF-306, Declaration of Federal Employment	Check with your agency security office for requirements on completing this document.
SF-144, Statement of Prior Federal Service	Since applications and resumes may include only that employment history relevant to the position for which appointed, information provided on the SF-144 will help in determining whether personnel records need to be located.
Statistical data for ethnicity and race and ethnicity and disability status	This includes the SF-181, Ethnicity and Race Identification and the SF-256, Self-Identification of Disability .

Documents Completed for Certain Employees as Appropriate

When applicable, employees must complete certain documents from which employment eligibility is verified, including:

Document	Instructions
Form I-9, Employment Eligibility Verification	Refer to the Department of Homeland Security (DHS) Handbook for Employers (Form M-274) and 8 CFR, part 274a for completing and retaining the Form I-9.
Applicant's statement of Selective Service registration status	When candidate is a male whose year of birth is 1960 or later, failure to register may be basis for bar from civil service employment. Refer to 5 CFR 300.705 for instructions.
Statements of Employment and Financial Interests	Appointees to positions at high grade levels in some agencies and appointees to some positions in agencies that have regulatory responsibilities may be required to submit statements of financial holdings or of investments. Follow your agency's instructions.
Agency regulations regarding employee conduct	Follow your agency's instructions for any requirements used to certify that new employees are familiar with the agency's regulations.

Documents Completed for Certain Appointments as Appropriate

Depending on the type of appointment, the employee may need to complete documents for the following.

Document	Instructions
Civil Service retirement coverage	Refer to The CSRS and FERS Handbook , supplemented by Benefits Administration Letters , for instructions.
Federal Employees Health Benefits Program	Refer to The Federal Employees Health Benefits Program Handbook and Benefits Administration Letters to determine the employee's eligibility for coverage and required documents.
Federal Employees Group Life Insurance Program	Refer to The Federal Employees Group Life Insurance Handbook and Benefits Administration Letters to determine the employee's eligibility for coverage and required documents.
Payroll-related documents	Contact your payroll office to determine what forms should be provided to new employees upon entry on duty for tax withholding, allotments, direct deposit of payroll check, and savings bonds. Provide an employee new to your agency with a copy of SF-1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.

About Rights and Benefits

Provide the new employee with information on ***>their< rights and benefits. Types of this information includes Office of Personnel Management or agency publications concerning:

- The Code of Ethics for Government Service
- Employee obligations
- Pay
- Employee's job and performance
- Promotion and incentive awards program
- Leave
- Rights and benefits (including the retirement system)
- Safety
- Health and life insurance
- Reemployed annuitant responsibilities (see Figure 3-4, and [The CSRS and FERS Handbook](#))

Other Benefits

New employees should also be given information about the following benefits.

Benefit Type	Instructions
Unemployment insurance benefits	The Department of Labor requires that the following statement be given to each newly hired and rehired Federal employee: "If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of unemployment insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both."
Thrift Savings Plan	Include enrollment and designation of beneficiary forms if employee will be eligible to participate in the plan.
Federal Employees Group Life Insurance	Refer to The Federal Employees Group Life Insurance Handbook and Benefits Administration

Benefit Type	Instructions
Program	Letters to determine the employee's eligibility for coverage and required documents.
Designation of beneficiary forms	Include forms for any retirement system by which the employee will be covered.

Miscellaneous Employment Information

Employees should be given information about local benefits or activities that they may find interesting, for example:

Employment Information	Instructions
Information regarding the employee recreation association	This is particularly important if parking facilities or other services are available only to recreation association members.
Information regarding other agency-sponsored organizations	Include those whose membership is open to all employees (Toastmasters, for example).
Pay and leave chart or calendar	Provide a chart/calendar that shows Federal holidays and paydays for the year.
Information regarding credit union and/or any banking facilities	Include information about facilities located at the employee's place of employment.
Information regarding health services available to employees	Include information about facilities located at the employee's place of employment.
Agency-specific forms	Include any form the agency uses to record the name of person(s) to be notified in the event of an emergency, and application for or instructions regarding how to obtain application for employee identification card.

When the Appointment Package Becomes Bulky

If you find that the appointment package is becoming too bulky, put in only the most important flyers and brochures (in addition to the forms the appointee must complete) and tell the employee about the others and where they can be obtained. This can be done by means of a list placed in the appointment package or through discussion during the entry-on-duty process.

Outdated
For Historical Reference Only
Do not process actions with this guide

Tables

Table 3-A. Setting Effective Dates

Rule	If	And	Then Effective Date May Be
1	A list form of notice is used to document the action		No earlier than the effective date specified in the document that authorized the action.
2	Action is a noncompetitive conversion to career or career appointment	Conversion does not require the prior approval of the Office of Personnel Management	No earlier than the date on which employee met all of the requirements for conversion.
3		Conversion does require the prior approval of the Office of Personnel Management	No earlier than the date on which the Office of Personnel Management approved the conversion.
4	Conversion is to an appointment under which the employee will have fewer rights and benefits	Conversion is from an appointment in the competitive service to one in the excepted service	Any date after employee has: (a) been informed that, because the position is in the excepted service, it cannot be filled by competitive appointment and that acceptance of the proposed appointment will take the employee out of the competitive service; <i>and</i> (b) submitted a written statement that the employee is leaving the competitive service voluntarily to accept an appointment in the excepted service.

Table 3-A. Setting Effective Dates, Continued

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Rule	If	And	Then Effective Date May Be
5	Conversion is to an appointment under which the employee will have fewer rights and benefits	Conversion is not described in Rule 4	Any date after employee has: (a) been informed in writing of the conditions of employment under the new appointment; and (b) submitted a written statement that the employee is leaving previous employment voluntarily to accept conversion to the new appointment (statement should specify the type of appointment employee is leaving and the type the employee is accepting).
6	Action which is not described in Rules 1-5 requires prior approval of the Office of Personnel Management		No earlier than the date on which the Office of Personnel Management approved the action unless that approval specifies an earlier effective date.
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period
9	A retirement-eligible employee initially enters phased employment/phased retirement status		The first day of the first pay period beginning after phased employment is approved by the authorized agency official or the first day of a later pay period specified by the employee with an authorized agency official's concurrence.

Table 3-A. Setting Effective Dates, Continued

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Rule	If	And	Then Effective Date May Be
10	Employee opts out of phased retirement status because is moving, without a break in service, from agency that approved phased employment to another agency	The new agency did not approve a continuation of phased employment	The date employment ends at the current employing agency.
11	Employee opts out of phased retirement status and is returning to regular employment status	Authorized agency official approved such on any date on or after the first day of a month through the 15th day of a month	The day immediately preceding the first full pay period of the month following the month in which the election to end phased retirement status to return to regular employment status is approved.
12		Authorized agency official approved such on any date on or after the 16th day of a month through the last day of a month	The day immediately preceding the first full pay period of the second month following the month in which the election to end phased retirement status to return to regular employment status is approved.
13	Unilateral action by OPM mandates return to regular employment		The date OPM determines that phased retirement has ended.

Table 3-B. Effective Dates Set without Prior Approval of the Appointing Officer

>Notes column has been added.<

Rule	If Action Is	The Effective Date Is	Notes
1	Required by law, Executive order, or regulation	The date specified in the law, Executive order, or regulation (see Note 1) .	1. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the law, regulation or Executive order.
2	Required by court action, settlement agreement, or arbitral award	The date specified in the action, agreement, or award (see Note 2) .	2. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the court action, agreement or award.
3	Required by an Office of Personnel Management (OPM), Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), or Federal Labor Relations Agency (FLRA) decision	The date specified in the decision.	
4	A death	The date of death shown on the death certificate.	
5	A resignation	The date set by the employee. Unless employee specifies otherwise, a resignation is effective at midnight.	
6	A disability retirement	See instructions in Chapter 60 of The CSRS and FERS Handbook .	

Table 3-B. Effective Dates Set without Prior Approval of the Appointing Officer, Continued

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Rule	If Action Is	The Effective Date Is	Notes
7	A mandatory retirement	The last day of the month in which the employee reaches the age and completes any length-of-service requirements for the retirement system under which *** >they are< covered. When employee had an earlier exemption from mandatory retirement, the retirement is effectuated on the day following the NTE date of the Continuance NTE action documenting that exemption (see Note 3) .	3. 5 U.S.C. 8335 and 8425 require that the employee be notified at least 60 days in advance of the separation date. When the notice is not issued 60 days in advance, the employee cannot be separated, without *** >their< consent, until the last day of the month in which the 60-day notice expires.
8	A retirement that is not described in Rules 6 or 7	The date set by the employee, provided that on that date employee meets age and length of service requirements for the retirement system under which *** >they are< covered.	
9	Change in tenure or appointment based on completion of service requirements for career or permanent tenure	The day following that on which the service requirement is completed.	
10	Conversion to a competitive service appointment when an employee who has competitive status occupies an excepted service position that is brought into the competitive service	The date the position is brought into the competitive service.	
11	Change in FEGLI	The date prescribed in 5 CFR part 87>0< and in The Federal Employees Group Life Insurance Handbook .	

Table 3-B. Effective Dates Set without Prior Approval of the Appointing Officer, Continued

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Rule	If Action Is	The Effective Date Is	Notes
12	Pay Adjustment to implement a new pay plan or to change the rates for an existing pay plan	The date set by the Executive order, Office of Personnel Management, or an agency issuance the established the plan or announced the rates.	
13	Change to Lower Grade following a temporary promotion	The day following the NTE date of the temporary promotion <i>unless</i> the appointing officer approves another action.	
14	Termination of Grade Retention	At the end of the two-year period of grade retention (for example, if grade retention begins 07-23-1994, the termination action is effective on 07-22-1996 at midnight).	
15	Leave Without Pay (LWOP), <i>except</i> during a Reduction-in-Force notice period or for assignment to State or local government under the Intergovernmental Personnel Act	The date approved by the employee's supervisor (or other official designated by the agency) on the SF-52 .	
16	Return to duty from LWOP or nonpay status		
17	Detail or Termination of Detail		
18	Change in Work Schedule		
19	Change in Hours for an employee with a part-time work schedule		

Figures

Figure 3-1. Comptroller General (CG) Decisions Concerning Effective Dates

Topic	Decision Number(s)
Prior approval for appointment	18CG907 (B-3691) and 20CG267 (B-13405)
Oath of office to be taken before employee can be paid	21CG817 (B-23607)
Holiday pay when conversion action is involved	30CG344 (B-100674)
Move to another agency	34CG428 (B-122860)
Transfers where travel and transportation expenses are concerned	26CG862 (B-65146)
Relation of effective date to entry on duty date	24CG150 (B-43828) and 5CG660 (B-158844)
Prior approval for promotion	3CG559 (No A or B number applicable) and 9CG20 (A-27284)
Promotion that follows a detail	24CG563 (B-47029)
Salary change resulting from allocation or reallocation of a position	30CG156 (B-97803)
Compensation for services rendered prior to appointment	8CG582 (A-26950) and 20CG267 (B-13405)
Compensation for service during an interval between appointments	17CG323 (A-88946)

Figure 3-2. When to Credit Service in Determining the SCD-Leave

Also see Notes 1-4 of this table. >Notes column has been added.<

Rule	If	And	And	Then	Notes
1	The agency made an erroneous appointment and action will not be allowed to stand (i.e., improper appointment action must be cancelled)			Do not credit the service from the erroneous appointment towards the SCD-Leave	1. When OPM has responded to an agency's request for a variation, refer to that OPM advisory for additional guidance on when to credit service for purposes other than the SCD-Leave when completing remark C21. Otherwise, to obtain guidance on how/when to credit service resulting from an erroneous appointment for Qualifications (experience), Reinstatement Eligibility, Time-in-Grade, Career Tenure, Completion of Initial Appointment or Supervisory/Managerial Probation, and SCD-RIF, agency headquarters staff may contact OPM's policy office at employ@opm.gov . For guidance on how/when to credit service from an erroneous appointment for SCD-Retirement, Health Benefits, and Life Insurance, agency headquarters staff may contact OPM's policy office at benefits@opm.gov . To obtain guidance on how/when to credit service resulting from an erroneous appointment for Within Grade Increase Waiting Period, Leave Accrual, and Severance Pay, agency headquarters staff may direct inquiries to the OPM's policy office at a pay-leave-policy@opm.gov .
2	The agency initially made an erroneous appointment but has subsequently given the employee a proper appointment	As a result, the employee has a period of de-facto employment (i.e., the time from the initial error up to the day before the proper appointment)	OPM grants the agency's request for a variation for the de-facto employment	Credit the time of the de-facto employment in determining the SCD-Leave	2. When the appointment is void (e.g., made in violation of an absolute statutory prohibition or the employee was guilty of fraud regarding the appointment or deliberately misrepresented or falsified a material matter), no credit may be given for service in the appointment. 3. When an improper appointment is cancelled, the person is entitled to be paid for service performed. 4. See Chapter 32 for instructions on cancelling improper actions.
3	The Agency is implementing a decision ordering the person be placed retroactively in a position/ appointment in which they have not served			Service credit in determining the SCD-Leave is granted as if that person had actually served in the position/ appointment	

Figure 3-3. Sample Letter to an Employee Who is the Subject of a Decision

(Agency Letterhead)

Dear (employee),

As part of the implementation of (cite settlement agreement, order, arbitral award or decision, and its date), we must cancel and remove from your Official Personnel Folder (OPF) the Notifications of Personnel Action and the related documents and /or records of non-Federal employment, for each affected personnel action or non-Federal job. This will leave you with a "clean OPF," one which contains no references to the period of improper service or non-Federal employment.

Even though the jobs, training courses completed, or awards earned during the period you were improperly assigned or employed outside the Federal Government are not shown in your OPF, you may, of course, list them on future applications when you think the experience, etc., will benefit you.

The enclosed transcript of service lists your service during the period when you were improperly assigned or employed outside the Federal Government. If you think you will want to have this service recorded in your OPF to use for qualifications and career advancement purposes in the future, you can authorize the placement of the transcript in your OPF.

Please review the transcript and decide whether you want it placed in your OPF; (Name and telephone) will discuss with you the advantages of recording this period of service in your OPF. After you have made your decision, sign and date the appropriate statement below, and return the signed original of this letter to me by (date). If you elect to have the transcript placed in your folder, the original copy should be returned along with the copy of this letter containing your signed statement.

Sincerely,

(name, title, and agency of
appointing officer who will sign or
authenticate the cancellation actions)

Enclosure: Transcript of Service

I have been counseled regarding the advantages and disadvantages of placing a transcript of service in my Official Personnel Folder (OPF) that covers the period from (date) to (date) when I was improperly assigned or employed outside the Federal Government, and

☐ I believe that my work experience during the period when I was improperly assigned or employed outside the federal Government may be of value in the future. Therefore, I request that the enclosed transcript of service, which summarizes that service, be made a permanent part of my OPF.

☐ I do not believe that my work experience during that period when I was improperly assigned or employed outside the Federal Government will be of value in the future. Therefore, I request that no record be placed in my OPF to describe my actual service during that period. I understand that if I change my mind in the future, records of the assignments on which I actually served may no longer be available to place in my OPF.

(name)

(date)

(Agency Letterhead)

Transcript of Service

Through no fault of ***>their< own, (name of employee) was improperly assigned to the position(s) listed below and/or employed as described below for the period(s) indicated.

Position (include title, series, and grade if Federal service)	Agency/Employer	Dates (from/to)

This service will be credited for the following purposes: [Follow the instructions in Figure 3- 2 and, accordingly, list the purposes for which service credit will be granted].

/S/

(name, title, and agency of
appointing officer who will sign or
authenticate the cancellation actions)

(Type the following statement:)

This document is to be filed on the permanent (right side) of the employee's Official Personnel Folder.

Figure 3-4. Notice Required for Appointment of a Civilian Retiree

Rule	If Retirement Is Under	Then
1	Civil Service Retirement System or Federal Employees Retirement System	Send "Notification of Reemployment of an Annuitant," along with copy of appointment SF-50 to the Office of Personnel Management. See Job Aid #5 in chapter 100 of The CSRS and FERS Handbook for a copy of the notification form and address to which it must be sent.
2	Central Intelligence Agency Retirement and Disability System	Send copy of appointment SF-50 to: Central Intelligence Agency Retirement and Disability System; Washington, DC 20505.
3	Foreign Service	Send 2 copies of appointment SF-50 to Bureau of Human Resources; Department of State; Washington, DC 20520.
4	Another retirement system	Contact the agency that administers the system to ask what notice is required.

Chapter 4: Requesting and Documenting Personnel Actions

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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 explains how to complete the Standard Form 52 ([SF-52](#)), Request for Personnel Action, and the Standard Form 50 ([SF-50](#)), Notification of Personnel Action.

2. SF-52, Request for Personnel Action

The [SF-52](#) is a paper or system-generated form that is used to create a Request for Personnel Action. Pursuant to [Title 41, Code of Federal Regulations, Part 102-194](#), the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management. Electronic versions of OPM-controlled forms must use only the data element coding contained in [The Guide to Data Standards](#). Additionally, agencies must provide access and use of electronic information and communication technology, including forms, in accordance with [29 U.S.C. 729d](#), the standards issued by the [U.S. Access Board](#), and the guidelines available on the [Section 508.gov website](#).

a. How the form is used

(1) Supervisors and managers use the form to request:

- Position actions, such as the establishment of a new position or the reclassification of an existing position.
- Employee actions, such as the appointment of an employee or the promotion of an employee.
- Actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the [SF-52](#).

b. How to complete the [SF-52](#)

Follow the instructions in [Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52](#) when completing most of the [SF-52](#). Also use [Job Aid. Completing Parts of the SF-52 Not Otherwise on the SF-50](#) for completing those parts of the [SF-52](#) which contain data that is not recorded on the [SF-50](#).

3. [SF-50](#), Notification of Personnel Action

The [SF-50](#) is used to document employment events. As used in this **Guide**, “[SF-50](#)” means a paper or system-generated version of the form.

a. Use of the [SF-50](#)

An [SF-50](#) is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is not authorized for long-term Official Personnel Folder retention:

- Exception to Reduction in Force Release
- Realignment
- Recruitment Incentive
- Relocation Incentive
- Retention Incentive
- Referral Bonus
- Student Loan Repayment
- Individual Time Off Award-Other
- Individual Time Off Award-Ch 45
- Group Time Off Award-Other
- Group Time Off Award-Ch 45
- Individual Cash Award RB
- Individual Cash Award NRB
- Group Award-Ch 45
- Group Award-Other
- Individual Suggestion/Invention Award
- Group Suggestion/Invention Award
- Foreign Language Award
- Travel Savings Incentive
- Senior Executive Service Performance Award
- Lump Sum Performance Payment RB-ILPA
- Lump Sum Performance Payment RB-NILPA
- Lump Sum Performance Payment NRB

All other actions in this Guide are to be documented for long-term retention in the Official Personnel Folder. The Official Personnel Folder documentation should be either:

- (1) An [SF-50](#)
- (2) An exception to the [SF-50](#) approved by the Office of Personnel Management ([see section 5](#)) of this chapter
- (3) A list form of notice ([see section 6](#)) of this chapter
- (4) One of the alternative forms of notice described for pay adjustments in Chapter 17 of this Guide.

b. Additional copies of [SF-50s](#)

Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a “pick-up [SF-50](#)” to notify an agency that you have hired one of its employees or to comply with the requirements in Figure 3-4.

4. Completing the [SF-50](#)

a. Employee Name

- (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and bank accounts. A married appointee may elect to use their maiden name as their last name provided that they use the same name on all employment and employment-related records. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

- (2) The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

Last Name [comma] Suffix (Jr., Sr., etc.) [comma] [space]
First Name or Initial [space]
Middle Name(s) or Initial(s)

Examples:

- Doe, Jr., John NMN
- Martin, M. Catherine
- O'Reilly, John F.X.
- Martinez-Smith, Maria Elena
- No Last Name, Taylor NMN
- Taylor, No First Name NMN

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Do not use abbreviations when entering "no first name" or "no last name" on a personnel document. If an employee has a single name, when necessary, ask the employee whether to record it either as the first name or the last name. Refer to the preceding paragraph for examples of the manner in which a single name is recorded (i.e., see examples for "Taylor"). Record apostrophes and hyphens or spaces between double names only as used by the employee. Do not use titles, such as "Mr.," "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

b. Effective dates

- (1) Except as explained in [Table 4-A](#), no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an authentication, approved by the Office of Personnel Management, in block 50 of the [SF- 50](#), or in Part C-2 of the [SF-52](#). By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.
- (2) Unless otherwise indicated on the Notification of Personnel Action, separations, actions to terminate grade and pay retention, and Opt

Out Phased Employment/Retirement actions are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.

- (a) Follow instructions in [Table 4-A](#) to set dates in situations where approval of the appointing officer is required. Use job aid, [Job Aid: Comptroller General \(CG\) Decisions Concerning Effective Dates](#), to identify Comptroller General decisions that address effective dates and how they are set in specific situations.
- (b) Follow instructions in [Table 4-B](#) to set dates in those situations where prior approval of the appointing officer is not required.

c. Approval of Personnel Actions

- (1) As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the [SF-52](#) or blocks 50 and 49 of the [SF-50](#) to approve an action.
- (2) Under [5 U.S.C. 302](#), the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then re-delegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and clearly define the extent of the authority being granted, for example, authority to approve all within-grade increase actions.
- (3) The appointing officer is responsible for ensuring that each personnel action they approve meets all legal and regulatory requirements. The appointing officer is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff regarding the legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final

pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience, and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

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

d. Instructions

- (1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use [section 6](#) of this chapter to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in [section 6](#) of this chapter to prepare it.
- (2) When the action is documented on an [SF-50](#), review the [SF-50](#) and identify the blocks on the form. Follow the instructions in [Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52](#), to complete the form. Explanations and definitions of codes used in the job aid are found in [The Guide to Data Standards](#). Codes for legal authorities are also listed in that Guide. Where the instructions in this Guide direct you to enter a code on the [SF-50](#), only the codes published in [The Guide to Data Standards](#) and in this Guide may be used. If an action requires more than two authorities, continue in "Remarks" section. Always list authorities in the sequence in which they appear in the instructions in this Guide.

- (3) When an action must be corrected, follow the instructions in Chapter 32 of this Guide. An agency *may not* "x" out or use pencil, pen-and-ink, "white-out," or erasures to correct [SF-50](#) data that is required by or reported to the Office of Personnel Management. Pen-and-ink corrections may be made only to correct [SF-50](#) information that is not required by or reported to the Office of Personnel Management.
- (4) Distribute completed copies of the forms according to your agency's instructions.

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

[Title 41, Code of Federal Regulations, Part 102-194, "Standard and Optional Forms Management Program"](#) requires agencies to obtain approval before using any forms other than the [SF-52](#) to request and approve actions and any forms other than the [SF-50](#) to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency's Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

Forms Officer
Office of Privacy and Information Management
U.S. Office of Personnel Management
1900 E Street, N.W., Room 5H27 F
Washington, DC 20415-6000

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current [SF-52](#) or [SF-50](#), as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the [SF-50](#) and the [SF-52](#), *must be approved in advance*.

6. List Form of Notice

a. Use of list form

When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

- (1) The personnel action for a group of employees occurs on the same effective date; and
- (2) No change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; and
- (3) The same authority is used for the action taken on each employee.

b. Actions for which a listing may be used:

- (1) Mass Transfer
- (2) 352-Termination-Appt in (agency)
Note: only when separation is due to mass transfer
- (3) **Changes.** The following actions may be documented by listings only when the conditions in section 6a (above) are present:
 - 280/Placement in Pay Status
Note: only for seasonal employees when the work season begins
 - 430/Placement in Nonpay Status
Note: only for seasonal employees when the work season ends
 - 471/Furlough
 - 472/Furlough NTE
 - 760/Ext of Appt NTE
 - 765/Ext of Term Appt NTE
 - 781/Chg in Work Schedule
 - 790/Realignment
 - 792/Chg in Duty Station
 - 800/Chg in Data Element
 - 883/Chg in Vet Pref-RIF

c. Format

Prepare lists on white, letter-size paper, following the instructions in [Job Aid. Preparing a List Form of Notice](#). [Job Aid. Sample List Form of Notice](#) shows how a list form of notice might be prepared.

d. Privacy Act Requirements

- (1) Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the [Privacy Act of 1974](#). Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.
- (2) To delete personal information from the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data or block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee. To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

e. Distribution.

Give a copy of the “sanitized” list to the employee and file a copy in the Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

7. Notifying Employees of Personnel Actions

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this Guide. The method used depends on the action.

a. [SF-50](#)

The [SF-50](#) is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers ([see section 6](#) of this chapter).

b. Agency Issuances

For all other personnel actions, the agency may choose any method to notify employees as long as it meets the following conditions:

- (1) The agency must send the notification to the employee. The agency has the obligation to inform its employees when a change has occurred in their conditions of employment. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been effectuated. Agencies must take an affirmative step to notify employees of all personnel actions as defined in this Guide.
- (2) The notification must be capable of being printed. The notice may or may not be a paper document. If it is not, however, the employee must have the option of printing the notice.
- (3) The notice must contain:
 - The nature of action as defined in this Guide. The nature of action code is not required. For example, the notice of a pay change must describe the action as a "Pay Adjustment" but the nature of action code "894" may or may not be included at the agency's option.
 - The effective date
 - The not-to-exceed date, if the action is temporary or time-limited
 - All remarks required by this Guide.
 - The old and new values for any data changed by the action and normally shown on the [SF-50](#). For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.
 - The employee's full name
- (4) The notice must be an official issuance. It may be issued electronically or by paper document. Official notices may be agency forms, documents on agency letterhead, or other electronic or paper issuances showing the name and title of an agency official authorized to inform employees of personnel actions. For example, an agency form such as a leave and earning statement could be used to notify an employee of a within-grade increase.

c. Summary of options

Agencies must use the [SF-50](#) to notify employees of accessions, conversions, separations, and corrections and cancellations of those actions. For all other actions, including corrections and cancellations of those actions, agencies may use any of the following methods to notify employees of personnel actions:

- [SF-50](#)
- List form of notice, if the action is one of those identified in [section 6](#) of this chapter
- A pay schedule or electronic printout as described in Chapter 17 of this Guide, if the action is a pay adjustment affecting a large number of employees
- An agency issuance that meets the conditions in b, above ("Agency Issuances").

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

a. Need for data

Data on ethnicity and race and disability are collected only for use in aggregate statistical reports (for example, number of Hispanic employees hired, number of American Indian employees serving in positions at certain grades). This data is generally entered into agency personnel systems when appointment information is entered for preparation of the [SF-50](#). The information is never entered on the [SF-50](#) or the [SF-52](#).

b. Storing data

Keep ethnicity and race and disability data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to Enterprise Human Resources Integration. **Destroy ethnicity and race identification forms used to collect the data as soon as the data have been entered into the agency's system and verified/corrected.** Until they are destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and in a secure location (for example, locked in a cabinet in a secured room). No other hardcopy records containing individually identifiable ethnicity and race data may be maintained. Forms used to collect identification of disability

may be filed in the Employee Medical Folder. **Never** file forms identifying ethnicity and race or disability in an Official Personnel Folder, and **never** file in an Official Personnel Folder any document on which employee's ethnicity and race or disability appear.

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aids

SF-52, Request for Personnel Action

To view form, go to <https://www.opm.gov/forms/standard-forms/>

SF-50, Notification of Personnel Action

To view form, go to <https://www.opm.gov/forms/standard-forms/>

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aid. Comptroller General (CG) Decisions Concerning Effective Dates

Prior to the establishment of the Office of Personnel Management's Claims Adjudication Unit (see [5 CFR 178.101](#)), claims involving Federal employees' compensation were adjudicated by the General Accounting Office. Listed below are decisions issued that affect the setting of effective dates for personnel actions.

Topic	Decision Number
Prior approval for appointment	18CG907 (B-3691) and 20CG267 (B-13405)
Oath of office to be taken before an employee can be paid	21CG817 (B-23607)
Holiday pay when conversion action is involved	30CG344 (B-100674)
Move to another agency	34CG428 (B-122860)
Transfers where travel and transportation expenses are concerned	26CG862 (B-65146)
Relation of effective date to entry on duty date	24CG150 (B-43828) and 45CG660 (B-158844)
Promotion that follows a detail	24CG563 (B-47029)
Salary change resulting from allocation or reallocation of a position	30CG156 (B-97803)
Prior approval for promotion	3CG559 (no A or B number applicable) and 9CG20 (A-27284)
Compensation for services rendered prior to appointment	8CG582 (A-26950) and 20CG267 (B-13405)
Compensation for service during an interval between appointments	17CG323 (A-88946)

Job Aid. Completing the [SF-50](#) and Corresponding Parts of the [SF-52](#)

Purpose: When the personnel action is documented on an [SF-50](#), use this job aid to complete the form. Explanations and definitions of codes used in this job aid are found in [The Guide to Data Standards](#). This job aid also provides guidance for completing data fields of the [SF-52](#) that are also found on the SF-50.

With the exception of a Presidential Rank Award or a Separation Incentive, an [SF-50](#) is not required to document awards and bonuses, nor is it required for actions in the 9xx series. If, however, you elect to use an [SF-50](#) to document these actions, follow your agency's instructions in preparing the [SF-50](#).

Block #	Title	When to Complete	How to Complete
1	Name	Complete on all actions.	1. When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the SF-75, Request for Preliminary Employment Data, to be sure it has been entered correctly. 2. When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title. 3. In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.

Block #	Title	When to Complete	How to Complete
2	Social Security Number	Complete on all actions.	1. When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the SF-75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered the employee's SSN, enter the SSN shown on the employee's application/resume or Official Personnel Folder. 2. A social security number is required for: - United States citizens - Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below: - American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island) - Canton and Enderbury Islands - Commonwealth of Puerto Rico - Guam - Howland, Baker, and Jarvis Islands - Johnston or Cornwallis Island, and Sand Island - Kingman Reef - Swan Islands - Virgin Islands of the United States - Wake Island - Midway Islands - Navassa Island - Palmyra Island - Any small guano islands, rocks, or keys, which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States - Any other islands to which the United States Government reserves claim, such as Christmas Island 3. Enter the employee number established by your agency for foreign nationals serving outside the areas listed in 2b, above. If one of these employees has a social security number, it may be entered in place of any employee number established by your agency. <i>Continued on next page</i>

Block #	Title	When to Complete	How to Complete
2 (cont.)	Social Security Number	Complete on all actions.	4. When employee does not have a social security number. If a valid number is not available, create a pseudo-number in the following way: enter a 9, followed by the 4-digit Personnel Office Identifier number assigned by the Office of Personnel Management; then assign the four sequential digits, the following controls must be maintained. a. Uniqueness. Pseudo-numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number. b. Correction. When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to Enterprise Human Resources Integration [EHRI]), a correction is required. Follow the instructions in The Guide to Human Resources Reporting Requirements for preparing corrections for EHRI. Note that for EHRI, a complete correction action is required for each action processed with the pseudo-number. 5. Multiple Appointments. If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36, "Concurrent employment (identify position or agency unit where concurrently employed)." 6. To obtain a valid Social Security Number, the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status. 7. Corrections. See Chapter 32 of this Guide for instructions.

Block #	Title	When to Complete	How to Complete
3	Date of Birth	Complete on all actions.	When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or SF-75, Request for Preliminary Employment Data , to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, "01-03-40" or "01-03-1940."
4	Effective Date	Complete on all actions.	Enter date in month-day-year order, for example, "10-01-98" or "10-01-1998" (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)
5-A	Code	Complete on all actions.	Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter "002;" when it is a cancellation, enter "001."
5-B	Nature of Action		Enter the nature of action for the code shown in block 5-A.
5-C	Code	Complete on all actions except: • 350/Death • 354/Death in the Line of Duty • 355/Termination-Exp of Appt • 002/Correction	Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-D	Legal Authority		Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-E	Code	Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.	Enter code for the second authority.
5-F	Legal Authority		Enter second authority.

Block #	Title	When to Complete	How to Complete
6-A	Code	Complete when a second action, with the same effective date, is processed on the same SF-50 .	Enter the code required by the chapter that explains how to process the action.
6-B	Nature of Action		When the SF-50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same SF-50 and both are being corrected or canceled, process a separate SF-50 to cancel or correct each one.
6-C	Code	1. Leave blank when code & nature of action shown in blocks 6-A and 6-B are: • 350/Death • 355/Termination-Exp of Appt • 354/Death in the Line of Duty 2. Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation. 3. Complete on all other actions when blocks 6-A & 6-B are completed.	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.
6-D	Legal Authority		Enter primary authority for the nature of action shown in blocks 6-A and 6-B.
6-E	Code	Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.	If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.
6-F	Legal Authority		If a second authority is required for the nature of action shown in blocks 6-A and 6-B, enter it here.

Block #	Title	When to Complete	How to Complete
7	From: Position Title and Number	1. Leave blank on actions that grant presidential rank awards (NOAC 878).	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
8	Pay Plan	2. Complete on: • Separations • Actions that place employee in nonpay status • Any other action that moves the employee to another position	Enter the pay plan and occupational code shown in "To" portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085" would be entered as "0085.") Note: the occupational code must be entered for all pay plans, including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9	Occupational code		
10	Grade or Level	3. Completion is optional on other actions; follow your agency's instructions.	Enter grade or level shown in the "To" portion of employee's last Notification of Personnel Action: 1. Enter "00" if employee is in the Senior Executive Service (SES). 2. If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example "09" or "12." If the position has no grade or level, enter two zeros ("00"). 3. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees). 4. For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, not the grade they are retaining for pay and benefit purposes.

Block #	Title	When to Complete	How to Complete
11	Step or Rate	1. Leave blank on actions that grant presidential rank awards (NOAC 878). 2. Complete on: • Separations • Actions that place employee in nonpay status • Any other action that moves employee to a different grade, step, or rate 3. Completion is optional for other actions; follow your agency's instructions.	Enter step or rate for employee's current salary: 1. Enter "00" for: • Employees in pay plan "GM" • Employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade • SES members • Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions 2. When grade or pay retention is not involved and the employee is in the Competitive or Excepted Service, enter the appropriate step or rate within the grade or level, for example, "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").

Block #	Title	When to Complete	How to Complete
12	Total Salary	1. Leave blank on actions that grant presidential rank awards (NOAC 878). 2. Complete on: • Separations • Actions that place employee in nonpay status • Any other action that moves employee to a different salary • Any action that changes or terminates administratively uncontrollable overtime (NOAC 818) • Any action that terminates availability pay (NOAC 819) Completion is optional for other actions; follow your agency's instructions	Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, or supervisory differential after considering any applicable pay caps. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except as described in #1 below, this is the pay basis for the pay plan in block 8. 1. When employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per-annum basis. To convert per-hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per-hour rate, divide annual rate by 2087. 2. If employment is without pay, enter six zeros ("000000"). 3. On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%." 4. On actions that terminate availability pay, enter dollar amount employee has been receiving.

Block #	Title	When to Complete	How to Complete
12A	Basic Pay	1. Leave blank on: • Actions that grant administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819) • Presidential rank awards (NOAC 878)	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, >a wildland firefighter special base rate,< or a retained rate. Exclude allowances, adjustments, and differentials.
12B	Locality Adjustment	2. Complete on:	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	• Separations • Actions that place employee in nonpay status	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	• Any other action that changes employee's salary • Any action that changes administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819) 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
13	Pay Basis	1. Leave blank on: • Actions that grant administratively uncontrollable overtime pay (NOAC 818) • Presidential rank awards (NOAC 878) 2. Complete on all other actions for which block 12 is completed.	Enter appropriate code for basis on which employee is currently being paid. Use The Guide to Data Standards to select the code. Pay basis must agree with the way in which the total salary is shown in block 12; for example, if annual amount is shown in block 12, then "pa" must be entered in block 13. Note: pay basis "sy" is to be used only for teachers/educators.
14	Name and Location of Position's Organization	1. Leave blank on: • Actions that grant administratively uncontrollable overtime pay (NOAC 818) • Presidential rank awards (NOAC 878) 2. Complete on: • Separations • Actions that place employee in nonpay status • Any other action that moves employee to a different office 3. Completion is optional on other actions; follow your agency's instructions.	1. Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action. 2. On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."

Block #	Title	When to Complete	How to Complete
15	To: Position Title and Number	1. Leave blank on: • Actions that place employee in nonpay status • Separations • Separation incentives (NOAC 825) 2. Complete on all other actions.	Enter position title and number shown on the position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362 , enter title and number of position employee actually occupies, <i>not</i> of the position whose grade the employee is retaining for pay and benefit purposes.

Block #	Title	When to Complete	How to Complete
16	Pay Plan	- Leave blank on: - Presidential rank awards (NOAC 878) - Separation incentives (NOAC 825) - Separations - Actions that place employee in nonpay status - Complete on all other actions.	- Enter the pay plan and occupational code shown on the position description. Note: The occupational code must be entered for all pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities. - When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies, <i>not</i> the position upon which the grade retention entitlement is based. - If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085," would be entered as "0085."
17	Occupational Code		
18	Grade or Level		- Enter "00" if employee is in the Senior Executive Service. - If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, "03," or "12." If the position has no grade or level, enter two zeros ("00"). - Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees). - For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade they are retaining for pay and benefits purposes.
19	Step or Rate		Enter code for step or rate at which employee will be paid. - Enter "00" for: - Employees in pay plan "GM" - Employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade - Employees whose pay plans have no steps (for example, ST, SL, and SES) - Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions - When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies. - When grade retention is not involved and the employee is in the competitive or excepted service, enter the appropriate step or rate within the grade or level, for example "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").

Block #	Title	When to Complete	How to Complete
20	Total Salary/Award	Complete on all actions except separations and actions that place employee in nonpay status.	1. For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, "10%"). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter "00%." 2. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter "0." 3. For actions other than administratively uncontrollable overtime pay, presidential rank awards, or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, or supervisory differential after considering all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in d. below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is "GS" or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered. 4. When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087. 5. When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12. 6. If action is a separation incentive, enter the dollar amount of the separation incentive. 7. If action is a presidential rank award, enter the dollar amount of the award.

Block #	Title	When to Complete	How to Complete
20A	Basic Pay	1. Leave blank on: • Actions that document administratively uncontrollable overtime pay (NOAC 818) or availability pay (NOAC 819) • Separation incentives (NOAC 825) • Separations • Actions that place employee in nonpay status 2. Complete on any action that changes employee's salary. 3. Completion is optional for other actions; follow your agency's instructions.	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, >a wildland firefighter special base rate,< or a retained rate. Exclude allowances, adjustments, and differentials.
20B	Locality Adjustment		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		Enter the maximum adjusted rate of basic pay, including any locality payment, special rate supplement, or equivalent payment, after considering all pay caps that may be applicable.
20D	Other Pay		1. Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). 2. Leave blank if 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 (for example, uniform allowance or shift differential) in remarks. 4. All other allowances/differentials are excluded from the amounts shown in blocks 20 or 20D.

Block #	Title	When to Complete	How to Complete
21	Pay Basis	- Leave blank on: - Actions that document administratively uncontrollable overtime pay (NOAC 818) - Presidential rank awards (NOAC 878) - Separation incentives (NOAC 825) - Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use The Guide to Data Standards to select appropriate code. Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.
22	Name and Location of Position's Organization	- Leave blank on: - Actions that place employee in nonpay status - Separations that are not immediately followed by appointment in another agency or in a public international organization - Separation incentives (NOAC 825) - Complete on all other actions.	Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch. - Enter organization name as it is shown on the position description. - In separation actions for movement to a different agency, enter the agency code for the gaining agency. - For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."

Block #	Title	When to Complete	How to Complete
23	Veterans' Preference	1. Complete on: • Appointments • Conversions to appointments, Actions that change veterans' preference (NOAC 883) • Separations 2. Completion is optional on other actions; follow your agency's instructions.	Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use The Guide to Data Standards to select the appropriate code. When code 7 is cited, remark E59 is required.
24	Tenure	1. Completion is optional on pay change actions; follow your agency's instructions. 2. Complete on all other actions.	Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined in The Guide to Data Standards , enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.
25	Agency Use	Complete when required by your agency.	Follow your agency's instructions.
26	Veterans' Preference for Reduction in Force	Complete on all actions for which block 23 is completed.	For employees to whom preference for reduction in force does not apply, enter "X" in "No" block. (Veterans' preference for reduction in force does not apply to Senior Executive Service appointees, to excepted service Schedule C appointees, or to those excepted service appointees who are appointed by the President subject to Senate confirmation.)

Block #	Title	When to Complete	How to Complete
27	Group Life Insurance	1. Complete on: • Appointments • Conversions to appointments • Placements in nonpay status • Return-to-duty actions • 881/FEGLI Chg actions • Separations • All actions for which block 12 or 20 shows salary 2. Completion is optional on other actions; follow your agency's instructions.	Enter appropriate code and definition (for example, "C0-Basic only"). Codes and definitions are listed in The Guide to Data Standards .
28	Annuitant Indicator	1. Complete on: • Appointments • Conversions to appointments • Separations • Any action that results in a change in the code shown in this block 2. Completion is optional on other actions; follow your agency's instructions.	Enter appropriate code and title; follow descriptions in Table 4-D or The Guide to Data Standards to select the code.

Block #	Title	When to Complete	How to Complete
29	Pay Rate Determinant	- Complete on all actions on which block 20 shows salary. - Leave blank on: - Actions that document administratively uncontrollable overtime pay (NOAC 818) - Presidential rank awards (NOAC 878) - Senior Career Employee rank awards - Separation incentives (NOAC 825)	Use Table 4-C or The Guide to Data Standards to select the code that best describes any special factors used in determining employee's rate of basic pay.
30	Retirement Plan	- Complete on: - Appointments - Conversions to appointments - Separations - Any action that results in a change in the code shown in that block - Completion is optional on other actions; follow your agency's instructions.	- Use The CSRS and FERS Handbook for Personnel and Payroll Offices to determine who is covered under Old Age Survivor and Disability Insurance tax (FICA) and to determine who is covered under the Civil Service Retirement System or the Federal Employees Retirement System. - Use The Guide to Data Standards to select the appropriate code and definition.

Block #	Title	When to Complete	How to Complete
31	Service Computation Date (Leave)	1. Complete on: • Appointments • Conversions to appointments • Separations • Any actions that result in a change to the service computation date for leave accrual 2. Completion on other actions is optional; follow your agency's instructions.	Enter month-day-year, for example, "05-18-81" or "05-18-1981." (See Chapter 6 for instructions in computing the service computation date for leave accrual.)
32	Work Schedule	1. Complete on: • Appointments • Conversions to appointments • Separations • Pay change actions • Actions that move employee into and out of pay status • 781/Chg in Work Schedule actions • 615/Phased Employment/Phased Retirement • 616/Opt out Phased Employment/Retirement 2. Completion on other actions is optional; follow your agency's instructions.	Use The Guide to Data Standards to enter appropriate code and definition.

Block #	Title	When to Complete	How to Complete
33	Part-Time Hours per Biweekly Pay Period	1. Complete when block 32 shows work schedule is part-time. 2. Leave blank on all other actions.	Self-explanatory.
34	Position Occupied	1. Complete on: • Appointments • Conversions to appointments • Separations • 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa 2. Completion is optional on other actions; follow your agency's instructions.	Use The Guide to Data Standards to enter appropriate code.

Block #	Title	When to Complete	How to Complete
35	Fair Labor Standards Act Category (FLSA)	- Complete on: - Appointments - Conversions to appointments - Separations - Any action that moves employee to another position or results in a change in the code shown in that block - Completion is optional on other actions; follow your agency's instructions.	Use The Guide to Data Standards to enter appropriate code.
36	Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37	Bargaining Unit Status	- Must be completed on: - Appointments - Conversions to appointments - Separations - Any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status - Completion is optional on other actions.	Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.) - When employee is eligible for and represented in a bargaining unit, enter the four digits of the Bargaining Unit Status (BUS) code which is available on the Federal Labor Management Information System. If the unit is not listed, contact the Office of Personnel Management's Accountability and Workforce Relations office to obtain the assigned number. - When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees. - When employee is ineligible for inclusion in a bargaining unit, enter "8888." - Consult with the agency or installation labor relations officer for further assistance.

Block #	Title	When to Complete	How to Complete
38	Duty Station Code	1. Complete on: • Appointments • Conversions to appointments • Separations • Any action that moves employee to a new duty station 2. Completion is optional on other actions.	Enter code [State(or country)/city/county] for location shown in block 39. To locate the most recent list of codes, see the Duty Station File that is available on the Duty Station Locator System . When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.
39	Duty Station		Enter location of employee's official duty station: 1. When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate. 2. When duty station is in a foreign country, enter city and country.
40-44	Agency Data	Complete when required by your agency.	Follow your agency's instructions.

Block #	Title	When to Complete	How to Complete
45	Remarks (Parts E and F of the SF-52)	Complete whenever this Guide or your agency's instructions require you to list remarks on the SF-50 . Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	- When action is a resignation/retirement, be sure to ask the employee to provide a reason, an effective date, and a forwarding address. Part E of the SF-52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter or E-mail, for example), check to be sure it contains the information in Part E. - Limit the length of remarks to the space provided in block 45. - When employee's reason for resignation/retirement or the agency's finding is so lengthy that they will not fit in block 45, summarize them on the SF-50. (The reason or finding will remain a matter of record because the resignation is a document required for long-term retention in the Official Personnel Folder.) - On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second SF-50. In these cases: - The last entry in block 45 of the first SF-50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:" - Entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first SF-50 - Copies of <i>both</i> SF-50s must be placed in the Official Personnel Folder
46	Employing Department or Agency	Complete on all actions.	List Agency (and sub element)—see The Guide to Data Standards .
47	Agency Code	Complete on all actions.	Enter code from The Guide to Data Standards .
48	Personnel Office Identifier	Complete on all actions.	Enter the Personnel Office Identifier (POI) number assigned by the Office of Personnel Management to the servicing personnel office.

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

Job Aid. Completing Parts of the [SF-52](#) Not Otherwise on the [SF-50](#)

Part A – When completing Part A of the [SF-52](#), follow your agency's instructions.

Part B – Follow the instructions below when completing Part B (blocks 40-51) of the [SF-52](#).

Block #	Title	When to Complete	How to Complete
40-44	Follow your agency's instructions.		
45	Educational Level	- Complete for employees in the Senior Executive Service and in Tenure Groups 1 and 2 of the competitive and excepted service. For these employees, enter on: • Appointments • Conversions to appointments • Separations • Any action that results in a change to the code shown in that block - Completion is optional on other actions; follow your agency's instructions.	Review employee's most recent application/resume to determine employee's level of education. Use The Guide to Data Standards to select the appropriate code.
46	Year Degree Attained (Year Degree or Certificate Attained)	- Complete when education level shown in block 45 indicates completion of: • A terminal occupational program (code 06) • An Associate's degree (code 10) • A Bachelor's or higher degree (code 13 or higher) - Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.	Review employee's most recent application/resume to determine the year the employee attained the degree or certificate reflected in block 45. Enter the year (for example, "2023" or "23").

Block #	Title	When to Complete	How to Complete
47	Academic Discipline (Instructional Program)	- Complete when education level shown in block 45 indicates completion of: - A terminal occupational program (code 06) - An Associate's degree (code 10) - A Bachelor's or higher degree (code 13 or higher) - Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.	Review employee's most recent application/resume to identify employee's academic major or concentration. Use The Guide to Data Standards to select appropriate six-digit code.
48	Functional Class	Complete when block 17 is completed.	Use The Guide to Data Standards to select appropriate code. When employee is in an occupational series for which a functional classification code has not been established, enter "00."
49	Citizenship	- Complete on: - Appointments - Conversions to appointment - Separations - Completion is optional for other actions; follow your agency's instructions.	Enter appropriate code: 1 = U.S. Citizen (or U.S. National) 8 = Other
50	Veterans' Status	- Complete on: - Appointments - Conversions to appointments - Completion is optional for other actions; follow your agency's instructions.	Use The Guide to Data Standards to enter appropriate code and definition.

Block #	Title	When to Complete	How to Complete
51	Supervisory Status	- Must be completed for Senior Executive Service employees and for employees in Tenure Groups 1 and 2 of the competitive and excepted service. For those employees, complete on: • Appointments • Conversions to appointments • Separations • Any action that moves employee to another position or results in a change to employee's supervisory status - Completion is optional for other actions.	Use The Guide to Data Standards for the codes and definitions. Select and enter the appropriate code. If code is not on the position description, ask the Position Classifier for it.

Part D – Remarks by Requesting Office

Leave Part D blank for resignations and retirements. Information that a supervisor has concerning an employee's reason for resignation or retirement must be noted on a separate sheet (not on the [SF-52](#)). It may be retained in the personnel office, in a "subject file," for 2 years from the effective date of the action in case it is needed for unemployment compensation purposes. The sheet may not be filed in the Official Personnel Folder.

Completion is optional for other actions.

Job Aid. Preparing a List Form of Notice

When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual [SF-50s](#). List forms of notice may be used only with those natures of action listed in [section 6](#) of this chapter.

The information below must be shown on each page of a listing when used instead of individual [SF-50s](#). An agency may show additional information on the listing if necessary to meet the requirements of its data system, but **none** of the information discussed below may be omitted.

List Form Section	Instructions
Heading	State in the top center of each page: Personnel Action Listing (Approved SF-50 Exception)
Action	Following the heading, list in this order: 1. Nature of Action and Code: 2. Effective Date: 3. Authority and Code: (Refer to the proper chapter in this Guide to select the correct Nature of Action and Authority.)
Changed Data	After identifying the personnel action, enter the appropriate "from" and "to" data.
Remarks	Enter for all Natures of Action except 352, 430, and 280: <i>Type of appointment, position, grade, and salary remain unchanged.</i> Enter any other appropriate remarks as determined by the proper chapter of this Guide for the personnel action being documented.
Name	List the name of each employee affected. Give the name as it appears on the last SF-50 . For control purposes, vacant positions may be listed as "Vacancy" under the name column, preferably following name listings. Vacant positions will not be affected by every type of action.

List Form Section	Instructions
Social Security Number	List the social security numbers of the employees concerned on only those copies retained for agency use; for example, the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in their Official Personnel Folder must not show the social security numbers of any other employees.
Date of Birth	List the dates of birth of the employees concerned on only those copies retained for agency use; for example, the payroll or agency copy that is used for computer purposes. The copy placed in the employee's Official Personnel Folder must not show the social security numbers of any other employees.
Agency	Identify your agency and any subelement, if applicable. If the personnel action involves a change between two agencies, identify both. If the subelement code changes, enter both codes. Enter at the bottom of each page of the listing.
Employing Office and Personnel Office Identifier	Identify the employing office and Personnel Office Identifier (POI) number. If the personnel action involves a change between employing offices, identify both. Enter at the bottom of each page of the listing.
Signature/ Authentication and Title of Approving Official	Each page of the list must be signed/authenticated. Follow the instructions for completing block 50 provided in the Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52 to sign or authenticate the bottom of each page.
Date	Follow instructions for completing block 49 provided in Job Aid. Completing the SF-50 and Corresponding Parts of the SF-52 to enter the appropriate date at the bottom of each page.

Job Aid. Sample List Form of Notice

Provided below is a sample of the List Form of Notice following the instructions in the job aid, **Instructions for Preparing a List Form of Notice**. This format is intended as a sample. Other similar formats may be used as long as they contain the information shown.

Do not show social security numbers and dates of birth on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.

**Personnel Action Listing
(Approved Standard Form 50 Exception)**

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

Effective Date: **10-10-22**

Authority Code and Authority: **PDM/Reg.351.302**

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

To: **ABC Agency
Washington, DC**

<u>Name</u>	<u>Social Security Number</u>	<u>Date of Birth</u>
Willis, Henry, A	000-00-0000	XX-XX-XXXX
Harvey, John F	000-00-0000	XX-XX-XXXX
Newton, Paul R	000-00-0000	XX-XX-XXXX

From:

**Agency Code
POI**

**KL-00
1234**

To:

**Agency Code
POI**

**BC-00
5678**

**John Jones
Personnel Officer**

Date: 09-27-22

Tables

Table 4-A. Setting Effective Dates

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

Table 4-A. Setting Effective Dates Continued

47

Rule	If	And	Then Effective Date May Be	Notes	Remarks
6	Action which is not described in Rules 1-5 requires prior approval of the Office of Personnel Management		No earlier than the date on which the Office of Personnel Management approved the action unless that approval specifies an earlier effective date.	Reserved for Future Use	Reserved for Future Use
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.		
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period.		
9	A retirement-eligible employee initially enters phased employment/phased retirement status		The first day of the first pay period beginning after phased employment is approved by the authorized agency official or the first day of a later pay period specified by the employee with an authorized agency official's concurrence.		
10	Employee opts out of phased retirement status because is moving, without a break in service, from agency that approved phased employment to another agency	The new agency did not approve a continuation of phased employment	The date employment ends at the current employing agency.		

Table 4-A. Setting Effective Dates Continued

48

Rule	If	And	Then Effective Date May Be	Notes	Remarks
11	Employee opts out of phased retirement status and is returning to regular employment status	Authorized agency official approved such on any date on or after the first day of a month through the 15 th day of a month	The day immediately preceding the first full pay period of the month following the month in which the election to end phased retirement status to return to regular employment status is approved.	Reserved for Future Use	Reserved for Future Use
12		Authorized agency official approved such on any date on or after the 16 th day of a month through the last day of a month	The day immediately preceding the first full pay period of the second month following the month in which the election to end phased retirement status to return to regular employment status is approved.		
13	Unilateral action by OPM mandates return to regular employment		The date OPM determines that phased retirement has ended.		

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

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

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

50

Rule	If Action is	Then Effective Date Is	Notes	Remarks
9	Change in tenure or appointment based on completion of service requirements for career or permanent tenure	The day following that on which the service requirement is completed.	Reserved for Future Use	Reserved for Future Use
10	Conversion to a competitive service appointment when an employee who has competitive status occupies an excepted service position that is brought into the competitive service	The date the position is brought into the competitive service.		
11	Change in Federal Employees Group Life Insurance coverage	The date prescribed in 5 CFR part 870 .		
12	Pay Adjustment to implement a new pay plan or to change the rates for an existing pay plan	The date set by the Executive Order, Office of Personnel Management, or an agency issuance that established the plan or announced the rates.		
13	Change to Lower Grade following a temporary promotion	The day following the not-to-exceed date of the temporary promotion <i>unless</i> the appointing officer approves another action for the employee.		
14	Termination of Grade Retention	At the end of the two-year period of grade retention (for example, if grade retention begins 07-23-23, the termination action is effective on 07-22-25 at midnight).		
15	Leave without pay, <i>except</i> during a reduction-in-force notice period or for assignment to State or local government under the Intergovernmental Personnel Act	The date approved by the employee's supervisor (or other official designated by the agency) on the SF-52 .		
16	Return to duty from leave without pay or nonpay status			
17	Detail or Termination of Detail			
18	Change in Work Schedule			
19	Change in Hours for an employee with a part-time work schedule			

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

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
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 (See Notes 2, 3, 4)		
3			Employee is not appointed at a superior qualifications rate		6 (See Notes 3, 4)		
4		Has retained grade	Employee occupies a different position than that held before the grade reduction		E (See Notes 3, 4)		
5			Employee occupies the same position		F (See Note 3)		

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

52

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 (See Notes 2, 3, 4)	1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions. 2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.	Reserved for Future Use
7		Is not entitled to a special rate			7 (See Notes 1, 3, 4)		
8	Retains grade for a 2-year period	Occupies the same position	Is not entitled to a special rate		B (See Notes 3, 4)	3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12). 4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate)>nor any wildland firefighter (WLFF) special base rate for WLFFs at grades 1 through 15 payable under section 1807 of the Full-Year Continuing Appropriations and Extensions Act, 2025<.	
9			Is entitled to a special rate		F (See Notes 3, 4)		
10			Receives retained pay		U		
11		Occupies a different position	Is not entitled to a special rate		A (See Notes 3, 4)		
12			Is entitled to a special rate		E (See Notes 3, 4)		
13			Receives retained pay		V		

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

53

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
14	Is entitled to retained pay for reasons other than service in the Senior Executive Service and rules 21 through 24	Entitlement is under 5 USC 5363 , 5 CFR 536.301 (except 5 CFR 536.301(a)(3) and 5 CFR 536.301(a)(6))	Employee occupies the same position	Has retained grade	U	Reserved for Future Use	Reserved for Future Use
15				Does not have retained grade	J		
16			Employee occupies a different position	Has retained grade	V		
17				Does not have retained grade	K		
18		Entitlement is under 5 U.S.C. 5363(a)(2) , 5 CFR 536.301(a)(3) , or 5 CFR 536.301(a)(6)			3		
19	Retains Senior Executive Service pay	Is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	Elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317 , subpart H		S		
20	Retains Senior Executive Service pay	Is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	Is receiving a retained rate of pay under 5 CFR 359.705		R		

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

54

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
21	Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget				C	Reserved for Future Use	Reserved for Future Use
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	Prior to Jan. 11, 1979, employee's position was converted from one pay plan to another	The employee was not entitled to other grade or pay retention		2		
23		Is paid a saved rate and no other code is applicable	The employee is not paid under the General Schedule		4		
24	Retains pay without time limitation at a rate above the max. rate for the grade for reasons other than those in the rules above	On or before June 30, 1984, the employee was Foreign Service domestic employee who converted to the General Schedule in accordance with P.L. 96-465			2		

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued
55

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
25	Retains pay without time limitation, at a pay rate above the maximum rate range for reasons other than those discussed in the rules above.	After January 11, 2004, SES member is paid above level III of the Executive Schedule	May not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule 5 CFR 534.404(h)(2) ; or, as a result of their employing agency losing certification of the applicable performance appraisal systems for SES members under 5 CFR 430.405(h) 5 CFR 534.403(b)		2	Reserved for Future Use	Reserved for Future Use
26	Is paid at a rate below minimum rate for the grade or pay band				T		
27	Is an Inspector General in a designated Federal entity (as defined in 5 U.S.C. 415 and thus covered by 5 U.S.C. 423(b) , which provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor				D		

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

56

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
28	Is receiving a retained rate based on a former pay rate under the Department of Defense National Security Personnel System (NSPS) that was established when the employee was converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84	Is not covered by normally applicable pay retention codes because (1) the employee had a time-limited appointment at time of conversion out of NSPS; (2) the employee's retained rate exceeded 150 percent of the applicable step 10 rate of pay; or (3) the employee's retained rate exceeds the rate of pay for level IV of the Executive Schedule	The conditions for terminating pay retention in 5 CFR 536.308 do not apply.		Y	Reserved for Future Use	Reserved for Future Use
29		Is temporarily retaining a rate above step 10 of the assigned General Schedule grade based on a former rate of basic pay held by the employee during a temporary promotion or temporary reassignment under NSPS that was in effect immediately before conversion out of NSPS					

Table 4-C. Determining the Pay Rate Determinant (PRD), Continued
57

Rule	If the Employee	And	And	And	Then PRD Code Is	Notes	Remarks
30	Is receiving a retained rate based on a former pay rate under the Department of Defense National Security Personnel System (NSPS) that was established when the employee was converted out of NSPS, consistent with section 1113(c)(1) of Public Law 111-84	Is receiving a retained rate above the applicable rate range based on transition from NSPS to a position not under the General Schedule within DOD			Y	Reserved for Future Use	Reserved for Future Use
31	Is receiving a recruitment, relocation, or retention incentive under 5 U.S.C. 5753 – 5 U.S.C. 5754 computed based on having a retained rate immediately before conversion out of NSPS that is temporarily protected from reduction under the normal rules governing such incentives						

Table 4-D. Annuitant Status

Rule	If Appointee Is	And	And	Then Enter in Block 28 of SF-50	Notes	Remarks
1	Retired under the Civil Service Retirement System	Will not be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc	Reserved for Future Use	Reserved for Future Use
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc		
3			Is not a Uniformed Services retiree	6 CS-No Reduction		
4		Will be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS		
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS		
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS		
7		Annuity will continue but salary will not be subject to pay reduction under National Defense Authorization Act (NDAA FY 2010)		0 – NDAA FY 10-CS		
8	Annuity has already stopped or will stop upon appointment	Annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE		
9			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE		
10			Is not a Uniformed Services retiree	B Former Ann-FE		

Table 4-D. Annuitant Status, Continued

59

Rule	If Appointee Is	And	And	Then Enter in Block 28 of SF-50	Notes	Remarks
11	Retired under the Federal Employees Retirement System (FERS)	Annuity will continue but pay will not be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc	Reserved for Future Use	Reserved for Future Use
12			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc		
13			Is not a Uniformed Services retiree	G FE-No Reduction		
14		Annuity will continue and pay <i>will</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE		
15			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE		
16			Is not a Uniformed Services retiree	A Reempl Ann-FE		
17		Annuity will continue but salary <i>will not</i> be subject to pay reduction per the National Defense Authorization Act (NDAA FY 2010)		K – NDAA FY 2010-FE		
18	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer		
19		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted		
20	Former CSRS Phased Retiree	Is not a Uniformed Services retiree		W Former CSRS PR		
21		Is also retired Uniformed Services officer		X Ret Off/Formers CSRS PR		
22		Is also a retired Uniformed Services enlisted member		Y Ret Enl/Formers CSRS PR		

Table 4-D. Annuitant Status, Continued

60

Rule	If Appointee Is	And	And	Then Enter in Block 28 of SF-50	Notes	Remarks
23	Former FERS Phased Retiree	Is not a Uniformed Services retiree		M Former FERS PR	Reserved for Future Use	Reserved for Future Use
24		Is also a retired Uniformed Services officer		N Ret Off/Former FERS PR		
25		Is also a retired Uniformed Services enlisted member		P Ret Enl/Former FERS PR		
26	Not described in rules 1-25			9 Not applicable		

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Chapter 6: Creditable Service for Leave Accrual

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Subchapter 1. Determining Credible Service

1. Coverage

- a. This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:
 - i. Identify prior service;
 - ii. Verify prior service; and,
 - iii. Determine if prior service is creditable for leave.
- b. Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.
- c. Information on determining creditable service for other purposes is found in other issuances. These include:
 - i. [The CSRS and FERS Handbook](#) - service credit for retirement;
 - ii. The [***> Workforce Reshaping Operations Handbook<](#) and [title 5, Code of Federal Regulations, \(CFR\) part 351](#) - service credit for reduction in force;
 - iii. The [Code of Federal Regulations \(CFR\)](#) - creditable service for:
 1. within-grade increases in [5 CFR](#)
 2. and [532](#);
 3. tenure in [5 CFR 315](#); and
 4. initial and supervisory probationary periods in [5 CFR 315](#).

2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for leave accrual purposes; however, it is not used to determine the accrual rate for employees occupying positions which are subject to [sections 5376](#) or [5383 of title 5](#), United States Code, or a pay system equivalent to either of the sections referenced as determined by OPM. Such employees accrue 8 hours of annual leave per pay period pursuant to [section 6303\(f\) title 5](#), United States Code. See [***>Fact Sheet: Annual Leave Accrual rates for Senior Executive Service, Senior Level and Scientific or Professional Positions, or Equivalent Pay Systems<](#). Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

3. Identifying Prior Federal Service.

- a. **Application.** Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.
- b. **Standard Form 144 >(SF-144)<**. Ask each appointee to complete the [***>SF-144<](#), Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.
- c. **Optional Form 306 >(OF-306)<**. Use information from the [***>\(OF-306\)<](#), Declaration for Federal Employment, to determine if the employee is a military retiree.

4. Creditable Service

[Section 6303 of title 5](#), United States Code, sets the rules for crediting service for annual leave accrual. The law states: "In determining years of service, an employee is entitled to credit for all service of a

type that would be creditable under [section 8332](#), regardless of whether or not the employee is covered by subchapter III of chapter 83, and for all service which is creditable by virtue of subsection (e).” Creditable service falls into three general categories:

- a. service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision,
- b. active duty in the uniformed services; and
- c. other service made creditable by specific legislation.

5. Creditable Civilian Service

- a. **Types of Service.** All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes is also creditable for leave accrual. Potentially creditable includes service that could be credited if the employee made deposits to the Retirement fund. Such deposits are *not* required before the employee gets credit for leave accrual purposes. Creditable civilian service for leave accrual includes service:
 - i. under a Federal appointment as defined in [section 2105 of title 5, United States Code](#), whether in the competitive, excepted, or Senior Executive Service.
 - ii. covered by CSRS or Federal Employees’ Retirement System (FERS) retirement deductions, including service for which the employee received a refund of the retirement deductions.
 - iii. under other Federal retirement systems as long as the individual *could* obtain a refund of his or her deductions under that system and deposit them in the CSRS fund. Civilian service under systems where the employee *cannot* withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is *not* creditable.
 - iv. listed in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#). This chapter contains detailed

information on civilian service that is creditable for retirement purposes. Civilian service creditable for civil service retirement under [section 8332 of title 5, United States Code](#), is also creditable for leave.

- b. **Amount of Service to be Credited.** In general, employees get a day of credit for each day of full time or part time service. Elapsed calendar time is the maximum time that can be credited. For example, if an employee has two part time appointments from ***>January 1, 2022, thru March 31, 2022,< credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.

- i. *Separations* of three calendar days or less between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service.
- ii. Employees who are absent because of *uniformed service or compensable injury* are entitled to be treated as though they had never left. The regulations governing restorations to duty after uniformed service or compensable injury are in part [353 of title 5, Code of Federal Regulations \(CFR\)](#). A person who is reemployed under [5 CFR 353](#) receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.
- iii. Periods of *nonpay/nonduty status* are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status. This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for leave accrual.
- iv. *Intermittent* service is service without a prearranged regularly scheduled tour of duty; this was also known as

WAE or when actually employed service. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved. For example, an intermittent employee who worked 100 hours in a 2-week period may not be credited with more than 2 weeks of service. Before 1980, on-call or seasonal work was differentiated from intermittent work by a remark on the [Standard Form \(SF-50\)](#) or in the employment agreement that indicated that "Service credit...for leave accrual continues up to a maximum of six months per calendar year." If this or a similar remark is not shown on the [SF-50](#) or the employment agreement, the service is treated as intermittent.

c. Verifying Creditable Civilian Service

- i. Official Personnel Folder. If the application or [SF-144](#) indicates prior civilian Federal service, follow the procedures in the Operating Manual, [The Guide to Personnel Recordkeeping](#), to request the employee's Official Personnel Folder. The Folder should include the documents used to verify prior service during the employee's last appointment. [The Guide to Personnel Recordkeeping](#) also contains instructions for requesting transcripts of service for civilian employment not under the Office of Personnel Management's recordkeeping authority and for reconstructing Official Personnel Folders that have been lost.
- ii. Postal Service Temporary Christmas Employment. Most Postal Service employment will be documented in the Postal Official Personnel Folder. The Postal Service does not create a personnel folder for temporary Christmas employees. To verify this employment, contact the Post Office where the employee worked or use payroll records. Payroll records can be obtained from (include in request employer name, city and state, and timeframe): National Personnel Records Center - Annex, Civilian Personnel Records Center, 1411 Boulder Blvd., Valmeyer, IL 62295.

- iii. **>Other Documentation and<** Affidavits. If the agency is unable to locate any records *** to reconstruct an employee's folder, the agency can use other *** **>documentation<** to *** **>provide<** credit for *civilian service for leave accrual purposes only*. In these cases, the burden of proof is on the person claiming **>the<** service. Other *** **>documentation<** can include travel orders, payroll cards, credit reports that show the Federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as former supervisors. The affidavits must be notarized. Future employers will accept service verified by affidavit as they would any other service verified by a prior employer.

6. Creditable Uniformed Service

- a. **General Rule.** **>Active-duty uniformed service is generally creditable for leave accrual purposes<**. To be creditable***, **>the<** uniformed service must have:

- i. ended honorably. That includes: an honorable discharge or a discharge under honorable conditions (general) or transfer to the inactive reserves under honorable conditions.

and

- ii. been active duty in a uniformed service.

1. The uniformed services consist of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, **>Space Force<**) plus the commissioned officer corps of the Public Health Service and the National Oceanic and Atmospheric Administration.
2. Active duty is full time duty in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the [United States under title 10](#).

[United States Code](#), or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under [title 32](#), United States Code, is *not* creditable.

3. >Military service includes service as a cadet at the United States Military Academy, United States Air Force Academy, or United States Coast Guard Academy, or service as a midshipman at the United States Naval Academy. See full definitions at [5 U.S.C. 8331\(13\)](#) and [5 U.S.C. 8401\(31\)](#).<

- b. **Restrictions on Credit for Military Retirees.** ***>[Section 6303\(e\)\(A\)-\(C\) of title 5](#)<, United States Code, restricts the amount of leave accrual credit military retirees receive for their active-duty service. ***This is an exception to the general rule that ties service credit for retirement and leave accrual. >The creditability of uniformed service for leave accrual purposes differs from the creditability for civil service retirement purposes.<

- i. Definition of military retiree: For leave accrual purposes, a military retiree is any member or former member of the uniformed services who is entitled, under statute, to retired, retirement, or retainer pay on account of service as a member. Uniformed services retirees include persons on their service's Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel who have been transferred to the Fleet Reserve. Note that the definition is based on an entitlement; waiving the actual pay has no impact on whether the person is a military retiree.

- ii. ***>Military retirees may receive credit **only** for<:

1. ***>All active duty when< the uniformed services retirement was based on disability that *either* resulted from an injury or disease received in the line of duty as a direct result of armed conflict *or* was caused by an instrumentality of war and was

incurred in the line of duty during a period of war as defined in [sections 101 and 301 of title 38, United States Code](#). *** >Verification that a military disability retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war should be provided by the employee's branch of service. Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war or combat-incurred disability.<

2. ***>Actual< service during a war is creditable regardless of where the ***>individual< served or what duties were performed. ***>For leave accrual credit purposes, "war" means only armed conflicts for which a declaration of war was issued by Congress. The last war declared by Congress< was World War II which officially began on December 7, 1941, and ended on April 28, 1952.
3. >Actual< service >while participating< in a campaign or expedition for which a campaign badge has been authorized***. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The [VetGuide](#), available on the Office of Personnel Management's website (<https://www.opm.gov>), contains a list of campaigns and expeditions.
4. >All active duty when< the uniformed services retiree was employed in a civilian position subject to the Leave Act on November 30, 1964, and has been continuously employed without a break in service of more than 30 days since that date.

5. **>All active duty when<** the individual first becomes eligible for a uniformed services annuity while serving as a civilian employee. This includes reservists who qualify for an annuity, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

c. **>Appointments While on Military Terminal Leave<**

- i. **Employees Appointed on or after October 17, 2006, while on Terminal Leave Pending Retirement from the Uniformed Service ([Pub. Law 109-364, Section 1101](#), dated 10/17/06).** Except under the limited conditions specified in [title 5, U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#), the uniformed service of such an employee is not creditable for purposes of determining the SCD-Leave.
- ii. **Employees Appointed Prior to October 17, 2006, while on Terminal Leave Pending Retirement from the Uniformed Service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007).** The employee's uniformed service is creditable in determining the SCD-Leave at the time of appointment. However, upon the employee's retirement from the uniformed service the employee's uniformed service is no longer creditable in determining the SCD-Leave except under the limited conditions specified in [title 5 U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#). See **>Subchapter 2, Section 2, item h<**. For additional information see: *** [>Compensation Policy Memorandum 2009-03.<](#)

d. **Verifying Creditable Uniformed Service**

- i. Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214, Certificate of Release or Discharge from Active Duty and the **>[Standard Form SF-813](#)<**, Verification of a Military

Retiree's Service in Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquiries regarding the uniformed services' manner of documenting active-duty service (e.g., individual does not have a DD 214, confirmation on dates or nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

- ii. Service in the Armed Forces is generally documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 1 Archives Drive, St. Louis, MO 63138.
- iii. When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the SF-813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The [SF-813](#) is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the exact dates of their participation in the campaign area on the form and send the form in duplicate to the office listed on the reverse of the form.
- iv. Dates of active-duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a [SF-180](#), Request Pertaining to Military Records, and should include a statement that "The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the President or an order by the Secretary of

Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee."

- v. >Dates of active-duty Reserve service should be documented on the DD 214 for service of 90 or more consecutive days. Reservists are not provided a DD 214 for short periods of active duty, such as annual trainings. Because the chronological statement is an official document issued by the reservist's branch of service, it may be used to verify active-duty service if it includes the dates of the service. Furthermore, active service can be verified by contacting DFAS for the employee's earnings estimates for those periods of service.<
- vi. Dates of active-duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, "Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service." ***>After October 2021 service will be documented on a DD214. An e-mail can be sent to <mailto:phsdd214@hhs.gov> to request a copy of the DD 214.<
- vii. Dates of active-duty service as a National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer should be documented on NOAA Form 56>-<16, "Report of Transfer or Discharge." The form can be obtained from: Commissioned Personnel Center, ***>1315 East West Highway, 10th Floor< Silver Spring, MD 20910.

[Figure 6-2](#) lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

7. Other Creditable Service

- a. **General.** Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. ***The kinds of service that occur most frequently are described below in "b" through "h". Detailed information on these types of service and the specific conditions

that must be met for the service to be creditable are in [Chapter 20](#), Subchapter 20A of [The CSRS and FERS Handbook](#).

Additionally, [section 6303\(e\) of title 5](#), United States Code, as amended by [section 202\(a\) of the Federal Workforce Flexibility Act](#) of 2004 ([Pub. Law 108-411](#) dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active-duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

- b. **National Guard Technician Service.** This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.
- c. **Nonappropriated Fund Employment (NAF).** [Section 6312\(a\)\(2\) of title 5](#), United States Code, as amended by [section 7202 of the Portability of Benefits for Nonappropriated Fund Employees Act of 1990](#) ([Public Law 101-508](#)) dated November 5, 1990) authorizes credit for leave accrual purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable ([Public Law 99-638](#)). For information on this service, refer to [Chapter 20 of The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

- d. **VISTA Volunteer Service.** Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment, but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.
- e. **Peace Corps Volunteer Service.** Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526. >[Volunteer Certifications of Service](#) can also be obtained on the [Return Peace Corps Volunteer \(RPCV\) Portal](#)<.
- f. **Agricultural Stabilization and Conservation Service County Committee Service.** [Section 6312\(a\)\(1\) of title 5 ***](#), United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service County committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.
- g. **Certain Government Service Performed Abroad.** [Section 321 of Pub. Law 107-228](#), the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1988, and before May 24, 1998; under a temporary appointment pursuant to [sections 309 and 311 of the Foreign Service Act of 1980](#); at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member

limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

- h. **Prior non-Federal Service or Active-Duty Uniformed Service that otherwise would not be creditable.** Under [section 6303\(e\) of title 5, United States Code](#), as amended by [Section 202\(a\) of the Federal Workforce Flexibility Act of 2004](#) ([Pub. Law 108-411](#) dated October 30, 2004), ***a newly appointed or reappointed employee or a retired member of the active duty uniformed service ***to receive credit for prior non-Federal service or active-duty uniformed service that otherwise would not be creditable. >Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employee) to a position on or after April 28, 2005. An employee has no entitlement to such credit. This discretionary hiring authority requires that< the head of the agency or designee determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which he or she was appointed and are necessary to achieve an important agency mission or performance goal and must approve the employee's qualifying prior work experience before the employee enters on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Agencies must document the granting of such creditable service on the following forms:
- i. [SF-144A](#) or an agency equivalent form used in lieu of the [SF-144A](#). Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the [SF-](#)

144A. *** >See Table 6-A< for appropriate remarks.
(<https://www.chcoc.gov/sites/default/files/trans607.pdf>)

- ii. >SF-50<. The period of service being credited must be included in the >SF-50< that effects the appointment of the individual with the agency. Remark codes B73, B74, and M39 (include in remark M39 the total of all periods of active duty uniformed service for which the employee is receiving credits towards the Service Computation Date for leave (SCD-Leave)) also must be included on the >SF-50<, as appropriate. See Table 6-A for appropriate remarks.< ***

Outdated
For Historical Reference Only
Do not process actions with this guide

Figures

Figure 6-1. Standard Form 813

(To ***>access< form, go to
http://www.opm.gov/forms/pdf_fill/SF813.pdf).

**Verification of a Military Retiree's Service
 In NonWartime Campaigns or Expeditions**
 (See instructions on reverse before completing form.)

To: (Select appropriate address from reverse.)

		PRIVACY ACT STATEMENT Solicitation of this information is authorized by sections 3502, "Retention Order," and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN, is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.	
1. Name used during Military Service	2. Service Number (If Retired prior to 1970)	3. Social Security Number	
4. Branch of Service	5. Date of Military Retirement (mm/dd/yyyy)	6. Date of Request (mm/dd/yyyy)	
7. Nonwartime Campaigns and Expeditions	Service Claimed (Provide at least each month and year of participation in a campaign/expedition)		FOR RECORDS CENTER USE ONLY If not correct, give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal.
	From To Month Day Year Month Day Year		If correct, check here
8. Requesting Agency's Remarks		9. Records Center's Remarks	
10. Requesting Official's Name, Telephone Number and/or Email Address		Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected.	
11. Requesting Agency (Name, Address, and ZIP Code)		Printed Name and Title of Records Center certifying Official Signature Date Signed	

Form approved for local reproduction.

U.S. Office of Personnel Management
 The Guide to Processing Personnel Actions

Previous editions not usable.
 SF 813 (Revised April 2013)

Instructions for Completing and Sending SF 813

Notes 1) Use SF 813 only for persons who are retired from active military service. Do **not** use this form if the person has completed 20 or more years of Reserve or National Guard service but will not receive a pension until age 60.

2) If retirement is from the U.S. Coast Guard, allow six months from the date of retirement before submitting this form.

Use SF 813 only to request verification of a retiree's military service performed in a nonwartime campaign or expedition for which badge/medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. Complete the address block and items 1 through 11, and send the form to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the:

- 1) U.S. Coast Guard;
- 2) U.S. Army who **retired before October 1, 1995**;
- 3) U.S. Navy who **retired before January 1, 1995**;
- 4) U.S. Marine Corps who **retired before October 1, 2001**; and
- 5) U.S. Air Force who **retired before October 1, 2004** (*for general officers, see below),

send the form to: National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138-1002

*If Air Force Retiree is a general, put "Retired General Officer" in the Agency's Remarks block on the front of this form.

B. To verify campaign/expeditionary service for persons who retired from Marine Corps, Navy, Air Force, or Army **on or after the dates shown below**, send the form to the appropriate military service at the address below.

U.S. Marine Corps, October 1, 2001

Headquarters U.S. Marine Corps
Personnel Management Support Branch (MMSB-10)
2008 Elliot Road
Quantico, VA 22134-5030

U.S. Air Force, October 1, 2004

AFPC/DPSIDR
550 C St. West, Suite 12
Randolph Air Force Base, TX 78150

U.S. Navy, January 1, 1995

Navy Personnel Command (PERS-312A)
5720 Integrity Drive
Millington, TN 38055-3130

U.S. Army, October 1, 1995

Human Resources Command
Veterans Inquiry Section
Dept. 420
1600 Spearhead Div Ave
Fort Knox, KY 40122

The SF 813 should be used to request verification of participation in a nonwartime campaign or expedition, and dates of participation, only if this information is not documented on the retiree's DD Form 214. It is the retired member's responsibility to provide the name of any nonwartime campaign or expedition for which credit is requested. Service will be verified only if the SF 813 lists specific campaigns/expeditions and inclusive dates of the retiree's participation. It is not sufficient to list just the service component (e.g., "USAF") or medal (e.g., "Armed Forces Expeditionary Medal"). If a follow up request is necessary, reproduce a copy of the original request and clearly mark the top of the SF 813, "Follow up Request." For additional information see www.opm.gov/StaffingPortal/vgmedal2.asp, VetGuide Appendix A: Wars, Campaigns and Expeditions of the Armed Forces Since WWII Which Qualify for Veterans Preference.

[Print Form](#)

[Save Form](#)

[Clear Form](#)

Figure 6-2. Information on Uniformed Service Retirements

Use the sources listed below for additional information on whether >military disability< retirement*** was based on war or combat-incurred disability. >Requests for information should be provided by the employee's branch of service. A medical disability retirement from the employee's branch of service or a disability rating from the Department of Veterans Affairs has no bearing on whether the employee is entitled to service credit for annual leave accrual purposes.<

Branch of Service	Records to be Reviewed	Contact
Army	DA Form 199, Physical Evaluation Board Proceedings 1967 or later edition	For a copy of the form, write to: ARPERCEN Attn: DARP-PAS-E 1 Archives Drive St. Louis, MO 63138 Label envelope "DO NOT OPEN IN MAILROOM"
Navy and Marine Corps		Request determination from: Office of the Judge Advocate General JAG 32 Department of the Navy Washington Navy Yard 1322 Patterson Avenue, SE Bldg. 33, Suite 3000 Washington, DC 20374-5066

Figure 6-2. Information on Uniformed Service Retirements, Continued

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Branch of Service	Records to be Reviewed	Contact
Air Force	Department of the Air Force Retirement Order Earlier versions included: DD 424, Certification of Information for Retired Pay; AFPMC 69, Certification of Information for Retirement Pay; AFPMC 134, Retirement Order; AF 2653, Retirement Special Order-Physically Unfit	For a copy of one of these forms, write to: National Personnel Records Center Military Personnel Records Air Force Reference Branch 1 Archives Drive St. Louis, MO 63138
Coast Guard		Request determination from: Commanding Officer RPD Coast Guard Pay and Personnel Center Federal Building 444 SE Quincy Street Topeka, KS 66683-3591
Public Health Service Commissioned Officer		Send letter to: Personnel Management and Support Team 1101 Wootton Parkway Plaza Level - Suite 100 Rockville, MD 20852 > An e-mail can be sent to phsdd214@hhs.gov to request a copy of the DD Form 214.<
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center ***>1315 East West Highway, 10th Floor< Silver Spring, MD 20910

Subchapter 2. Computing the Service Computation Date-Leave

1. Coverage

This subchapter covers how and when to compute the Service Computation Date for leave accrual purposes. Before doing the computations, all periods of creditable service should be identified and verified. See subchapter 1.

2. When to Compute the Service Computation Date-Leave.

- a. **Appointment.** A Service Computation Date-Leave must be established for each individual at the time of appointment.
- b. **Separation.** When an employee on an intermittent work schedule or with excess nonpay time leaves the agency, the losing agency must recompute the Service Computation Date-Leave. The adjustment must account for all noncreditable periods of nonpay and for any intermittent service. The adjusted Service Computation Date-Leave is shown on the separation.
- c. **Additional service.** The current agency must recompute the Service Computation Date-Leave when the employee claims additional creditable service or earlier service is made creditable by legislation or other action.
- d. **Change in military retiree status.** If an employee is removed from the military's Temporary Disability Retirement List and discharged from a branch of the uniformed service, the employee's separation is no longer considered to be a retirement. The employee is no longer subject to the credit limitations for military retirees. The agency must recompute the Service Computation Date-Leave to adjust for this change.
- e. **Discovery of an error.** The current employing agency must recompute an employee's Service Computation Date-Leave when an error is discovered. It does not matter when the error was made, who made it, or what information the employee

previously received about the credit to which he or she might be entitled.

- f. **Change from an intermittent work schedule.** When an employee changes from an intermittent to a full time or part time work schedule (including a full or part time seasonal schedule), the agency must recompute his or her Service Computation Date-Leave to give credit for the hours worked. The adjusted Date should be on the action documenting the change in work schedule. Agency payroll records are the usual source of information on the hours worked by intermittent employees.
- g. **Return to pay or duty status.** When an employee returns to duty after a period of noncreditable nonpay or nonduty status, the agency must recompute his or her Service Computation Date-Leave.
 - i. If all the noncreditable nonpay is documented on a personnel action, the adjusted Date should be on the action documenting the return to duty status.
 - ii. There are instances where noncreditable nonpay is not documented on a personnel action. For example, if an employee already has accumulated six months of nonpay status in a calendar year and then takes an additional two weeks of leave without pay, the two weeks would be noncreditable time but would not be documented on a personnel action. In these cases, the agency has two options for documenting the Change in Service Computation Date-Leave:
 - 1. process a personnel action when each period of noncreditable nonpay ends. OR
 - 2. keep a record of all noncreditable nonpay in the calendar year and process a single personnel action covering all periods of noncreditable nonpay during the year. If using this option, the agency must process the action in January of the year following the noncreditable nonpay.

- h. **Change in military status of an employee appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service.** Upon the employee's retirement from the uniformed service, the employee's uniformed service is no longer creditable except in the limited circumstances specified in [title 5, U.S. Code 6303\(a\)\(A\)-\(C\) or \(e\)](#). The agency must recompute the SCD-Leave to adjust for this change.

3. Action on Appointment

- a. **No prior service.** If the person being appointed has not had any previous military or civilian service, use the date of appointment as the Service Computation Date-Leave.
- b. **Prior service.**
- i. If the employee is being appointed after a break in service of three calendar days or less from creditable civilian service, and the employee does not identify any previously unclaimed service on the [***>SF-144<](#), use the Service Computation Date-Leave on the separation action. The previous agency should have recomputed the Date if there were any intermittent service or excess nonpay.
 - ii. The Service Computation Date-Leave must be recomputed if the employee:
 1. had a break in civilian service of more than three calendar days; or
 2. claims military or civilian service that had not been claimed before.

4. Before Computing the Service Computation Date

- a. **Put creditable service in chronological order.** This ensures that each period of service will be credited and prevents double credit. Double credit can occur when a person has two or more appointments. The time credited can never be more than the

equivalent of one full time period of service, that is, the calendar time. Examples include:

- i. employees on two part time appointments in different agencies. Credit is limited to the calendar time covered by the dual appointments.
 - ii. employees who serve on active military service while on leave from civilian service. Credit is limited to the calendar time.
- b. **Determine the amount of excess nonpay time.** This applies to periods of full time and part time service. Since intermittent service is credited only for the time worked, nonpay time is not an issue. If the employee had more than one appointment, use only periods where he or she was not in pay status under any appointment to determine if there was any excess nonpay time.
- c. **Determine the amount of credit for intermittent service.** Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.
- i. Intermittent service before March 1, 1986, is credited using a work year of 260 days or 2080 hours. Use [Figure 6-3](#) to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.
 - ii. Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use [Figure 6-4](#) to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using [Figure 6-3](#)
 - iii. Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have

been performed on a full-time work schedule, that is, the actual calendar time.

- d. **Military time.** Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months and days.*

5. Computing the Service Computation Date-Leave

a. General

- i. Service Computation Date-Leave calculations are based on a 360-day year, that is, 12 months of 30 days each. Calculations based on a 365-day year may yield different results.
 - ii. Dates are added and subtracted in day, month, year order. Borrowing is based on the 360-day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract ***>December 23, 2020 from April 15, 2022<.
1. Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

	03	45
2022	04	15
- 2020	12	23
		22

2. Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

2021	15	
	03	45
2022	04	15
- 2020	12	23
	03	22

3. Step 3: Subtract years.

2021	15	
	03	45
2022	04	15
- 2020	12	23
	1	03 22

Result is 1 year, 3 months, 22 days.

- iii. The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.

b. **Separation Dates.** Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:

- adding a day to each separation date, OR
- adding the number of separations to the days being subtracted from the appointment date.

c. **Breaks in Civilian Service.** Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, ***>2022<, and is appointed in the Department of Agriculture on January 19, ***>2022<. In computing the SCD-Leave, use January 18, ***>2022<, as the separation date for the Department of Army service.

d. **Computation Methods**

i. The preferred method is to:

1. add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
2. add the separation dates for all periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);
3. subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior Service - Worksheet.

ii. The alternative method is to:

1. compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;
2. total the amounts of creditable service;

3. subtract the total from the entrance on duty date for the current appointment.
- e. **Converting to a realistic calendar date.** When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in [Figure 6-5](#).
- f. **Example.** [Figure 6-6](#) is a sample computation using the ***>[SF-144A](#)<, Statement of Prior Service - Worksheet.

6. Documenting the Service Computation Date-Leave Determinations.

- a. **Purpose.** Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.
- b. **Content.** Service Computation Date-Leave determinations must be documented on the ***>[SF-144A](#)< or an agency equivalent form.
 - i. There are exceptions to this requirement. Separate documentation is not required when an agency processes personnel actions that change the Service Computation Date-Leave because of excess nonpay or service on an intermittent work schedule. Agency personnel and payroll systems generally do these types of calculations. Remarks on the personnel actions document the amount of service being credited.
 - ii. Agency equivalent forms may be variations on the ***>[SF-144A](#)< or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:
 1. ***>the periods of service evaluated<;
 2. ***>the periods of service determined to be creditable for leave accrual purposes<;

3. The amount of time credited for each period of service; and
 4. The calculations used to compute the Service Computation Date-Leave.
- c. **Supporting documentation.** Copies of documents used to claim or verify service not otherwise found in the Official Personnel Folder should be attached to the ***>[SF-144A](#)< or equivalent form.
- d. **Filing.**
- i. [Standard Form \(SF\) 144-A](#) or equivalent and the supporting documents should be filed on the right side >(permanent side)< of the Official Personnel Folder >or permanent folder in the eOPF<. It should be filed directly under the personnel action that reflects the Service Computation Date-Leave on the form. For example, the [SF-144-A](#) for the initial appointment should be filed directly under the [SF-50](#), Notification of Personnel Action, documenting the appointment.
 - ii. The [Standard Form 144](#), Statement of Prior Federal Service, should be filed according to agency instructions.

7. Retirement-Related Data

- a. **Creditable military service** is reported in remark M39 and to >[Enterprise Human Resource Integration \(EHRI\)](#)<. This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series). It is the total number of years and months of military service that is creditable for annual leave accrual purposes. It is calculated by adding together the periods of active military service that were credited in computing the employee's Service Computation Date-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped; for example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If

the employee had no creditable military service, enter "00-00" or "none" in the remark.

- b. **Frozen service** is reported in remark M38 and to [Enterprise Human Resource Integration \(EHRI\)](#). This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series and 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is not one of those listed, do not use remark M38.

- i. Definition. Frozen service is the total number of years and months of civilian and military service that is creditable in a [Civil Service Retirement System \(CSRS\)](#) component of an employee covered by the CSRS Offset or [the Federal Employees' Retirement System \(FERS\)](#). The amount of service is computed when the employee first becomes covered by the CSRS Offset or elects FERS. Once computed, it never changes.

- ii. Computing frozen service.

1. Frozen service is always zero if the employee:

- a. is *automatically* covered by the Federal Employees' Retirement System (FERS), FERS-RAE; FERS-FRAE; OR
- b. has less than 5 years of creditable civilian service before becoming subject to Civil Service Retirement System Offset (retirement plan codes C and E); OR
- c. has less than 5 years of creditable civilian service before electing FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

2. For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be

creditable for Civil Service Retirement System (CSRS) purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example:

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA;
- 09-03-1976 thru 12-12-1981 civilian service under CSRS;
- 10-06-1982 thru 06-15-1984 military service;
- 07-06-1990 appointment under CSRS Offset.

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service. To compute the frozen service:

- a. Step 1: Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the Service Computation Date-Leave, including adding one day for the separation date.

(1)	1975-06-17
	<u>-1974-11-20</u>
	0-06-27
(2)	>1981-12-13<
	<u>-1976-09-03</u>
	5-03-10
(3)	1984-06-16
	<u>-1982-10-06</u>
	1-08-10

b. Step 2: Add all the periods of service.

0-06-27
5-03-10
<u>+1-08-10</u>
6-17-47

c. Step 3: Convert the service to years and months. Using the same rules as for computing the Service Computation Date-Leave, 06-17-47 converts to 7-6-17. The days are dropped in reporting frozen service. The frozen service is reported as 7 years and 6 months or "07-06."

Figures

Figure 6-3. 260-Day Work Year Chart

Give 1 year of credit for each 260 days worked. For amounts of less than 260 days, use this chart. Find the month entry at the top of the column in which number of days worked appears and then find the day entry at the left margin of the line on which the number of days appears. Example: 120 days worked convert to 5 months and 16 days of credit.

Days	Under 1 month	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	>242<
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18		62	83		126	148		191	213		256
26		40	63		105	127		170	192		235	257
27	19	41	64	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		65	86		129	151		194	216		259

Figure 6-4. 2087-Hour Work Year Chart

Give 1 year of credit for each 2087 hours worked. Use this chart for amounts of less than 2087 hours. If the number of hours worked is not on the chart, use the next higher entry (example: for 195 hours, use 197). Find the month entry at the top of the column in which **>the<** number **>of hours<** appears and then find the day entry at the left margin.

Example: 197 hours converts to 1 month and 4 days of credit.

Days	0 & up	1 month & up	2 months & up	3 months & up	4 months & up	5 months & up	6 months & up	7 months & up	8 months & up	9 months & up	10 months & up	11 months & up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Figure 6-5. Converting to a Realistic Calendar Date

Rule	If Month Is	And Day is	Then	And	And	Notes
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation.	- When proper Month-Day relationship is not created, use rule that applies to situation. - When year is a leap year (for example, 1984, 1988, 1992, 1996, or another Presidential election year), change day to 29. - When new month is 7 (July), use 31 rather than 30.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30.	
3		1-31		Change month to 12	Do not change day.	
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31.	
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
7	2	0	Subtract 1 from month		Change day to 31.	
8		29-30	Change day to 28 (see Note 2 of this table).			
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
10	3	0	Subtract 1 from month		Change day to 28 (see note 2).	
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31.	
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3).	
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).	

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, ***>2018< On the [Standard Form 144](#), Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from ***>2001 through 2006<.
2. Contractor working for the Department of Labor from September 7, ***>2001< thru December 13, ***>2003<.
3. Appointment with the Defense Logistics Agency from April 20, ***>2006< thru August 29, ***>2012<.
4. Appointment with Department of the Interior from September 2, ***>2012< thru December 31, ***>2012<.
5. Appointment with Department of Commerce on part time work schedule from February 24, ***>2013< thru July 7, ***>2013<.
6. Appointment with Department of Agriculture on part time work schedule from March 6, ***>2013< thru September 9, ***>2014<.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, ***>2014< thru September 30, ***>2017<.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year ***>2008<; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144, >[SF-144A](#)< documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three-day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first Defense Logistics Agency appointment. Per Section ***[5a](#) of this Subchapter, the ending date for the appointment with the Department of the Interior for the purpose of calculating the SCD-Leave is December 30, ***>2012<.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in [Figure 6-4](#). The credit for hours worked does not exceed the calendar time. If it did, the calendar time would be the maximum amount credited.

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Figure 6-6. Example of Service Computation Date-Leave Calculation, Continued
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Office of Personnel Management STATEMENT OF PRIOR SERVICE - WORKSHEET									
Name (Last, First, Middle Initial)			Social Security Number			Date of Birth (Month, Day, Year)			
ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).									
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES									
CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)		
	Year	Month	Day	Year	Month	Day			
U.S. Army Reserves				0001	01	04	Ltd to active duty time Excess LWOP in 2008		
Defense Logistics & Dept. Interior	2006	04	20	2012	12	30			
Commerce & Agriculture (PT)	2013	02	24	2014	09	09			
Dept of VA 2134 Intermittent hrs.				0001		09			
# of separations						02			
Entrance on Duty Date	2018	11	15						
Total noncreditable service		1							
Total of appointment dates (A)	6037	18	59						
Total of separation dates (B)	4028	22	54	4028	22	54			
SCD - Leave (A) - (B)	2008	08	05						
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE (RIF) PURPOSES									
Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.									
CREDITABLE SERVICE- NAME OF AGENCY/ORGANIZATION	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)		
	Year	Month	Day	Year	Month	Day			
SCD - Leave (from Part I) Additional service creditable for RIF only									
Total noncreditable service									
Total of appointment dates (A)									
Total of separation dates (B)									
SCD - RIF (Service Date) (A) - (B)									
REMARKS									
1.) Concurrent part time appointments limited to calendar time.									
Name of Person Computing SCD(s) J. Jones						Date SCD(s) Computed 11/15/2018			
The Guide to Processing Personnel Actions									
Standard Form 144A Rev. July 2008 Previous editions not usable.									

Print Form
Save Form
Clear Form

Subchapter 3. Change in Service Computation Date-Leave

1. Actions to Change the Service Computation Date-Leave

- a. Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:
 - i. additional periods of service are made creditable by statute or an Office of Personnel Management ruling;
 - ii. service claimed and verified at the time of appointment was not credited and should have been;
 - iii. the employee claims creditable service not previously claimed;
 - iv. service claimed at the time of appointment is later verified.
- b. When an employee returns to duty after excess nonpay status, the Change in Service Computation Date (SCD) is effective the same date as the return to duty action. (See section 1-5b.) Document the SCD change as part of the return to duty action. Follow instructions in Chapter 16 of this **Guide**.
- c. When an employee changes from an intermittent to a part time or full-time schedule, the change in Service Computation Date (SCD) is effective the same date as the change in work schedule. (See [section 2-f](#)) Document the SCD change as part of the change in work schedule action. Follow instructions in Chapter 24 of this **Guide**.
- d. When an employee with excess nonpay or on an intermittent work schedule separates, document the change in Service Computation Date (SCD) on the separation action. The change in SCD is effective the same date as the separation.
- e. Process a correction when the Service Computation Date is changing because a mathematical or similar error was made in the previous computation.

2. Use of the Standard Form (SF-52)

Use of the [Standard Form 52](#) to process these actions is not required. Follow your agency's instructions.

3. Processing Instructions

- a. **Effective Date.** Use [Table 6-B](#) to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.
- b. **Nature of Action and Legal Authority.** [Refer to Table 6-A for Nature of Action and Legal Authority Code to process a change in service computation date action](#)
- c. **Service Computation Date.** Show the new Service Computation Date-Leave in block 31 of the [SF-50](#).
- d. **Remarks.** Use [***Table 6B](#) to identify the required remarks. Also enter any additional remarks that are required by your agency or are necessary to explain the action.
- e. **Standard Form (SF-)50.** Follow the instructions in Chapter 4 to complete the [***SF-50](#). File one copy on the right side [>\(permanent side\)<](#) of the Official Personnel Folder; [>or permanent folder in the eOPF<](#); distribute other copies according to your agency's instructions.

Tables

>Table 6-A. Nature of Action Code (NOAC) and Legal Authority Code (LAC) to Process a Change in Service Computation Date-Leave<

>Notes and Remarks columns have been added<

>Rule<	>The NOAC is<	>NOA Is<	>Auth Code is<	>Authority is<	>And Required Remarks Are<	>Notes<	<Remarks<
>1<	>882<	>Chg in SCD<	>VZM<	> 5 U.S.C. 6303 <	>Use Table 6-B to identify the required remarks.<	>Use Table 6-B to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.<	> Table 6-B <

>Table 6-B.< Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>	<i>Notes</i>
1	Civilian service claimed by employee is later made creditable by statute or Office of Personnel Management (OPM) ruling		Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.	NOTE: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.
2	Employee claims additional creditable service not claimed at time of appointment		Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.	
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge		Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.	
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment		Date of appointment (see Note)	B35	Changes SCD from (date) because (state reasons).	
5		Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007)				

Table 6-B. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave,
Continued

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Rule	If	And	Then Effective Date is	And Required Remark Codes Are	And Required Remarks Are	Notes
6	Agency head or designee approves non-Federal service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
7	Agency head or designee approves military service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code		Date of appointment	B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active-duty military service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.	
				M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.").	
8	Employee is receiving credit for prior non-Federal service or active duty uniformed service (5 U.S. Code 6303(e)), and fails to complete 1 full year of continuous service with the appointing agency (i.e., employee separates from Federal service or transfers to another Federal agency)		Date of separation from appointing agency	B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.	

Table 6-B. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave,
Continued

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Rule	If	And	Then Effective Date is	And Required Remark Codes Are	And Required Remarks Are	Notes
9	Employee was appointed prior to October 17, 2006, while on terminal leave pending retirement from the uniformed service and later separated from the uniformed service and thus became a retired member of the uniformed service (Department of Justice, Office of Legal Counsel Opinion dated October 16, 2007)		The first day of the first pay period occurring after the day on which employee separated from the uniformed service and became a retired member of the uniformed service	B30	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service.	
10		Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived by agency		B37	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively."	

Chapter 7: Documenting Veterans' Preference

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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.

Subchapter 1. General Instructions

1. Coverage

- a. This chapter covers:
 - i. Documentation requirements of veterans' preference and veterans' preference for reduction-in-force purposes on the Standard Form 50, Notification of Personnel Actions.
 - ii. Changes to veterans' preference for reduction-in-force.
- b. This chapter does not cover:
 - i. Adjudication of veterans' preference for competitive examination. (See the Office of Personnel Management's ***>[Vet Guide for HR Professionals](#)<.)
 - ii. Determination of veterans' preference for reduction-in-force purposes. (See the Office of Personnel Management's ***>[Workforce Reshaping Operations Handbook](#), information regarding Veterans' Preference for Reduction-in-force (RIF) is located in [Appendix D](#)<.)

2. Legal Basis for Preference

The legal basis for veterans' preference is the Veterans' Preference Act of 1944, as amended. The Act is now codified in [5 U.S.C. 2108](#) and other sections of title 5, United States Code. Preference applies to positions in the competitive service and in the excepted service. It does not apply in the Senior Executive Service, or to positions in the legislative and judicial branches of the Government. It also does not apply to positions in the Executive Branch which are required to be confirmed by the Senate. Preference is given in competitive examinations, in appointments to positions, and in retention during reduction-in-force. Other benefits to which preference eligibles are entitled include reinstatement in the competitive service and reemployment/restoration.

3. Recording Veterans' Preference on the Standard Form 50

- a. An employee may have preference for appointment, adverse action, performance-based action or reduction-in-force purposes. Use Block 23 of the Standard Form 50, Notification of Personnel Action, to document the preference >for these purposes.<
- b. Information is recorded in block 26 of the Standard Form 50 to indicate whether or not the employee is eligible for veterans' preference during reduction-in-force procedures. When the

employee is eligible, "Yes" is recorded. "No" is recorded on the Standard Form 50 when the employee is not eligible for preference for reduction-in-force, even if the employee has such preference for other purposes, such as adverse actions.

- c. Veterans' preference is adjudicated on appointment. Use the Job Aid, Instructions for Documenting Veterans' Preference on the Appointment Standard Form 52/50, to help document the correct information at the time of appointment/conversion.

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Job Aid

Instructions for Documenting Veterans' Preference on the Standard Form 52/50

Step	Action
1	Review the application, certificate of eligibles, or other examination documents to determine entitlement to preference for appointment, adverse action, performance-based action, or reduction-in-force purposes.
2	Document the correct code >for preference for appointment, adverse action, and performance-based action purposes<. Enter the appropriate code in Block 23 of the Standard Form 52 and the Standard Form 50. 1 = None 2 = 5-point (TP) 3 = 10-point/disability (XP) 4 = 10-point/compensable (CP) 5 = 10-point/other (XP), or 6 = 10-point compensable/30% (CPS) 7 No points/Sole Survivorship Preference (SSP) [When code 7 is cited in Block 23 remark E59 is required.]
3	Determine whether employee is eligible for veterans' preference during reduction-in-force procedures. Enter an "X" in the appropriate section of block 26.
4	Use Chapters 9-13 to select the correct nature of action, legal authority, and remarks for the action to be processed. Follow instructions in Chapter 4 to complete the Standard Form 52/50. Follow your agency's instructions to have it signed or authenticated.
5	Record determination on any other agency records that use veterans' preference.
6	File evidence used to determine preference eligibility on the right side of the employee's Official Personnel Folder. Follow agency instructions for disposition of any documents not filed.
7	Distribute the Standard Form 50 copies as appropriate.

Subchapter 2. Change in Veterans' Preference for Reduction in Force (RIF)

1. Coverage

This subchapter covers documentation of changes in veterans' preference that occur after the employee has entered on duty. These changes usually affect eligibility for veterans' preference for reduction-in-force. If the veterans' preference on the appointment was incorrect, process a correction to the appointment/conversion. (See Chapter 32 for instructions on how to process corrections.)

2. Use of SF 52

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for Change in Veterans' Preference for Reduction-in-Force actions is optional. The Standard Form 50, Notification of Personnel Action, for these actions can be prepared directly from the information in the employee's Official Personnel Folder (or in your agency's automated system) and the documents submitted by the employee in support of the change. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

3. Instructions

- a. Use the ***> [Workforce Reshaping Operations Handbook, Appendix D](#)< to see if a change is warranted based on the evidence furnished by the employee.
- b. >Use Table 7-A to document< blocks 5A-D of the Standard Form 52/50.
- c. Enter the appropriate values in blocks 23 and 26. If code 7 is cited in Block 23 remark E59 is required.
- d. Enter in Part F of the Standard Form 52 or block 45 of the Standard Form 50 any additional remarks/remark codes required by your agency or that are necessary to explain the action(s).
- e. When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the Standard Form 52.

- f. Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.
- g. Record change in any other agency records that use veterans' preference.
- h. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of the employee's Official Personnel Folder. Return all unused documents to the employee.

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>Table<

>Table 7-A. Documenting Changes to Veterans' Preference for Reduction in Force (RIF)<

>Rule<	>If<	>Then NOAC is<	>NOA is<	>Authority Code is<	>Authority Code is>	>Notes<	>Required Remark is<
>1<	>Action is required to document a change in veterans' preference after entrance on duty<	>883<	>Chg in Vet Pref for RIF<	>CCM<	> 5 U.S.C. 2108 <	>1. If code 7 is cited in Block 23 of the SF-52/50, remark E59 is required.<	>E59: When Code 7 is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.<

Chapter 9: Career and Career-Conditional Appointments

Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541

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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 permanent appointments in the competitive service by:

- a. Appointment from a civil service certificate or under a direct hire recruiting authority or special authority.
- b. Conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service.
- c. Transfer or movement from a permanent competitive service appointment in another agency without a break in service.
- d. Reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment.
- e. Exercise of restoration or re-employment rights.

2. Special Conditions

When making permanent appointments in the competitive service, certain special conditions may 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 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. 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 9-A through 9-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

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service

Step	Action
1	Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the SF-52. If a return to duty is documented on the same SF-52/SF-50, refer to section 2b of this chapter.
2	Use Table 9-I to select remarks for the action and enter them in Part F of the SF-52. Also enter in Part F any additional remarks that are required by your agency's instructions or that are necessary to explain the action.
3	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.
4	Complete the SF-52 as required by instructions in Chapter 4. Follow your agency's procedures to get the approval signatures on the SF-52. If the actions involve persons already employed by 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.
5	Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).

Step	Action
6	Follow instructions in Chapter 4 to complete the SF-50 ; follow your agency's instructions to have the SF-50 signed or authenticated.
7	Prepare and distribute required notices: If employee is coming from another agency with no break in service (or with a break of 3 calendar days or less) then: 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. 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. 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. If employee is being converted to a new appointment and will be serviced by a new payroll office then: 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.
8	Follow your agency's instructions for distributing the SF-50 .

Tables

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

Rule	If the Appointment Is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Selection from a Civil Service certificate of eligibles established under the Administrative Careers with America (ACWA) examination	Is not on your agency's rolls	Career	100	Career Appt	ACA	CS Cert No____ ACWA	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. A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-1 as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3		Is already on your agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career- Cond Appt				
5	Selection from a Civil Service certificate of eligibles for a worker-trainee developmental job (see Note 2)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No____ WTO		
6			Career-Conditional	101	Career-Cond Appt				
7		Is already on your agency's rolls	Career	500	Conv to Career Appt				
8			Career-Conditional	501	Conv to Career- Cond Appt				
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No____		
10			Career-Conditional	101	Career-Cond Appt				
11		Is already on your agency's rolls	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career- Cond Appt				

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

8

Rule	If the Appointment Is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
13	The person previously was within reach on a Civil Service Certificate for career or career-conditional appointment to their position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	Reg. 315.703 and CS Cert No _____	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
14			Career-Conditional	501	Conv to Career- Cond Appt				
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM DE Agr (enter #)		
16	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	BWA	OPM DE Agr (enter #)		
17		Is already on your agency's rolls	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career- Cond Appt				

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

Rule	If the Appointment Is Based on (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	1 st authority: AYM	Reg. 337.201	1-2. See addendum to this table , below. 3. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as an additional authority in the remarks block of the SF-52/SF-50 when appropriate. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-1 as are applicable.
2			Career-Conditional	101	Career-Cond Appt	2 nd authority: see addendum to this table			
3		Is already on your agency's rolls	Career	500	Conv to Career Appt				
4			Career-Conditional	501	Conv to Career-Cond Appt				

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

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

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

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (See Note 2)	130	Transfer	KTM	Cite specific authority for action (i.e., Reg. 315.501 , or an agency-specific authority)	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. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
2			To a higher grade (See Note 2)			KVM	Cite specific authority for action (i.e., Reg. 315.501 Prom, or an agency-specific authority)		
3			To a lower grade (See Note 2)			KXM	Cite specific authority for action (i.e., Reg. 315.501 CLG, or an agency-specific authority)		
4	Transfer under 5 CFR 330.707 , the Interagency Career Transition Assistance Plan		To the same grade or to a position in a different pay plan			ABS	Reg. 330.708		
5			To a lower grade (see Note 2)			ABT	Reg. 330.707 CLG		

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

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Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
6	Transfer under 5 CFR 330.608 , the Agency Career Transition Assistance Plan			130	Transfer	ABR	Reg. 330.608	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. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
7	Transfer of an Administrative Law Judge between agencies					SZT	Reg. 930.204(h)		
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority)		
9			Career-Conditional	141	Reins-Career-Cond				
10		Is already on your agency's rolls	Career	540	Conv to Reins-Career	KQM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority)		
11			Career-Conditional	541	Conv to Reins-Career-Cond				
12	Reinstatement from your agency's Re-employment Priority List	Is not on your agency's rolls	Career	140	Reins-Career	NUM	Reg. 330.207		
13			Career-Conditional	141	Reins-Career-Cond				
14		Is already on your agency's rolls	Career	540	Conv to Reins-career				
15			Career-Conditional	541	Conv to Reins-Career-Cond				

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

13

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of SES because of unacceptable performance during SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a) , and Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority)	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. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
17			Career-Conditional	541	Conv to Reins-Career-Cond				
18		Is moved out of SES because of less than fully successful performance following SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1) , and Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority)		
19			Career-Conditional	541	Conv to Reins-Career-Cond				
20	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT and KQM	5 U.S.C. 3594(b)(2) , and Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority)		
21			Career-Conditional	541	Conv to Reins-Career-Cond				
22-23	Reserved								

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

14

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
24	Reinstatement of a former Administrative Law Judge who has served with career status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	Reg. 930.204(q)	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. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
25	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	Conv to Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority), and (Cite specific authority that brought the position into the competitive service)		
26			Career-Conditional	541	Conv to Reins-Career Cond				
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on your agency's rolls	Career	140	Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401 , or an agency-specific authority) and (Cite specific authority that brought the position into the competitive service)		
28			Career-Conditional	141	Reins-Career-Cond				

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

15

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not on your agency's rolls	Career	140	Reins-Career	ABS	Reg. 330.708	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. 3. A Recent Graduate or Fellow who held a career conditional appointment immediately before the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may (at the agency's discretion) be placed in a permanent competitive service position, as appropriate, in the employing agency. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
30			Career-Conditional	141	Reins-Career-Cond				
31		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
32			Career-Conditional	541	Conv to Reins-Career-Cond				
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not on your agency's rolls	Career	140	Reins-Career	ABR	Reg. 330.608		
34			Career-Conditional	141	Reins-Career-Cond				
35		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
36			Career-Conditional	541	Conv to Reins-Career-Cond				
37	Reinstatement from a Recent Graduates appointment (See Note 3)	Is already on your agency's rolls	Career	540	Conv to Reins-Career	LAB	Reg. 362.306		
38			Career-Conditional	541	Conv to Reins-Career Cond				
39		Is not on your agency's rolls	Career	140	Conv to Reins-Career				
40			Career-Conditional	141	Conv to Reins-Career Cond				

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

16

Rule	If the Appointment Is (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
41	Reinstatement from a Presidential Management Fellows appointment (See Note 3)	Is already on your agency's rolls	Career	540	Conv to Reins-Career	LAD	Reg. 362.407	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. 3. A Recent Graduate or Fellow who held a career conditional appointment immediately before the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may (at the agency's discretion) be placed in a permanent competitive service position, as appropriate, in the employing agency. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Use as many remarks from Table 9-I as are applicable.
42			Career-Conditional	541	Conv to Reins-Career Cond				
43		Is not already on the rolls of your agency	Career	140	Conv to Reins-Career				
44			Career-Conditional	141	Conv to Reins-Career Cond				
45	Reinstatement under an authority not covered under Rules 8-40	In not on your agency's rolls	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)	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. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Use as many remarks from Table 9-I as are applicable.
46			Career-Conditional	141	Reins-Career-Cond				
47		Is already on your agency's rolls	Career	540	Conv to Reins-Career				
48			Career-Conditional	541	Conv to Reins-Career Cond				

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

<i>Rule</i>	<i>If Selection Is Based on (See Note 3)</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes)</i>	<i>Notes</i>	<i>Remarks</i>
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	CS Rule 6.7-FAA Agr	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.	Use as many remarks from Table 9-I as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not employed by your agency	Career	100	Career Appt	K1M	Reg. 315.601	3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
4			Career-Conditional	101	Career-Cond Appt				
5		Is already employed by your agency	Career	500	Conv to Career Appt				
6			Career-Conditional	501	Conv to Career-Cond Appt				
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	CS Rule 6.7-NRC Agr		
8			Career-Conditional	101	Career-Cond Appt				

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

18

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	CS Rule 6.7-TVA Agr	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
10			Career-Conditional	101	Career-Cond Appt				
11		Is being converted to another appointment in your agency within one year following involuntary separation from the TVA without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt				
12			Career-Conditional	501	Conv to Career-Cond Appt				
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Dept of Veterans Affairs (VA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7-VA Agr		
14			Career-Conditional	101	Career-Cond Appt				

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

19

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks	
15	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Dept of Veterans Affairs (VA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7-VA Agr	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-1 as are applicable.	
16			Career-Conditional	501	Conv to Career-Cond Appt					
17			Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100					Career Appt
18				Career-Conditional	101					Career-Cond Appt
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Dept of Veterans Affairs (VA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7-VA Agr			
20			Career-Conditional	501	Conv to Career-Cond Appt					

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

20

Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
21	Service under the Defense Civilian Intelligence Personnel System (DCIPS)	Is moving from the DCIPS without a break in service to appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7 -DCIPS Agr	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. Rules 23 and 24 will apply when a former Defense Civilian Intelligence Personnel System (DCIPS) employee is employed in your agency after an involuntary separation without personal cause from DCIPS and then is converted to career or career-conditional appointment within one year of the DCIPS separation. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
22			Career-Conditional	101	Career – Cond Appt				
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the DCIPS without personal cause (See Note 2)	Career	500	Conv to Career Appt				
24			Career-Conditional	501	Conv to Career – Cond Appt				
25	Completion of one year of continuous service under a nontemporary appointment under personnel system of the Government Accountability Office	Is not employed by your agency	Career	100	Career Appt	ZQM	31 U.S.C. 732(g)		
26			Career-Conditional	101	Career-Cond Appt				
27		Is already employed by your agency	Career	500	Conv to Career Appt				
28			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not employed by your agency	Career	100	Career Appt	ZTU	28 U.S.C. 602	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
30			Career-Conditional	101	Career-Cond Appt				
31		Is already employed by your agency	Career	500	Conv to Career Appt				
32			Career-Conditional	501	Conv to Career-Cond Appt				
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7-DoD/NAF Agr		
34			Career-Conditional	101	Career-Cond Appt				
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7-DoD/NAF Agr		
36			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
37	Service with the Corporation for National and Community Service (CNCS)	Is moving from the other merit system without a break in service after completing at least 1 year of continuous nontemporary (i.e., general) service, or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNZ	CS Rule 6.7-CNCS Agr	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
38			Career-Conditional	101	Career-Cond Appt				
39	Service with International Boundary Water Commission	Is moving from the IBWC personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	CS Rule 6.7-IBWC Agr		
40			Career-Conditional	101	Career-Cond Appt				
41	Service with International Boundary Water Commission	Is being converted to another appointment within your agency within one year following involuntary separation from IBWC without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt				
42			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If Selection Is Based on (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes)	Notes	Remarks
43	Service with DHS, Transportation Security Administration (TSA)	Is moving from the TSA personnel system without a break in service after completing at least 1 year of continuous service under a permanent appointment, or is being reappointed within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	100	Career Appt	BNY	Rule 6.7-DHS/TSA Agr	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. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
44			Career-Conditional	101	Career-Cond Appt				
45	Service with DHS, Transportation Security Administration (TSA)	Is being converted to a permanent appointment in DHS from the TSA personnel system after completing at least 1 year of continuous service under a permanent appointment, or is being converted to a permanent appointment in another agency within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	500	Conv to Career Appt				
46			Career-Conditional	501	Conv to Career-Cond Appt				

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

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

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

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Rule	If the Appointment Is Based On (See Note 5)	And The Person	And The Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
13	The employee's position having been brought into the competitive service under conditions not covered in Rules 1-12 (See Note 4)	Is already on your agency's rolls and does not meet requirements for reinstatement (See Note 3)	Career	500	Conv to Career Appt	LLM	Reg. 315.701	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. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite "BWM: OPM Delegation Agr" following the authorities required by this table and "ZLM," if used. 3. When the reinstatement authority is cited, go to Table 9-C instead. 4. When a position in public or private enterprise is initially taken over by the Federal government, see instructions for Appointment—Status Quo in Chapter 10. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Use as many remarks from Table 9-I as are applicable.
14			Career-Conditional	501	Conv to Career- Cond Appt				

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

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 ("rare bird" type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702	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. 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. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
2			Career-Conditional	501	Conv to Career-Cond Appt				
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.		Career	500	Conv to Career Appt	LBM	Reg. 315.604		
4			Career-Conditional	501	Conv to Career-Cond Appt				
5	Employee completing at least three years of total creditable service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg. 315.704		
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more					LZM			
7			Career-Conditional	501	Conv to Career-Cond Appt				
8	Conversion of an Intern serving on a term appointment under Reg. 362.107(a) (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	Reg. 362.107(b) - Intern		
9			Career	100	Career Appt				
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond				
11			Career	500	Conv to Career Appt				

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

Rule	If the Selection is Based On (See Note 3)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
12	Conversion of a Recent Graduate serving on a term appointment under Reg. 362.107(a) (See Note 2)	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG	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. 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.	Use as many remarks from Table 9-I as are applicable.
13			Career	500	Career Appt				
14		Is not on agency rolls	Career-Conditional	101	Career-Cond Appt				
15			Career	100	Career Appt				
16	Conversion of Fellow serving on a term appointment under Reg. 362.107(a) (See Note 2) Reserved	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAH	Reg. 362.107(b) - PMF	3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
17			Career	500	Career Appt				
18		Is not on agency rolls	Career-Conditional	101	Career-Cond Appt				
19			Career	100	Career Appt				

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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	Reg. 315.602	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.	Use as many remarks from Table 9-1 as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3			Service in certain appointments in the Postal Service or Postal Rate Commission	Career	100	Career Appt	V8L		
4	Career-Conditional	101		Career-Cond Appt					
5	Possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 U.S.C. 3325	6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
6		Is already on your agency's rolls	Career	500	Conv to Career Appt				
7	Possession of special qualifications in a professional or scientific field for a position authorized under an authority other than 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite the law, E.O., or Reg. that authorizes the appointment)		
8			Career-Conditional	101	Career-Cond Appt				
9		Is already on your agency's rolls	Career	500	Conv to Career Appt				
10			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
11	Correction of an administrative error or oversight in not recommending an employee for benefits under Executive Order 10577	Is not on your agency's rolls	Career	100	Career Appt	ZGM	E.O. 10826	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-1 as are applicable.
12			Career-Conditional	101	Career-Cond Appt				
13		Is already on your agency's rolls	Career	500	Conv to Career Appt				
14			Career-Conditional	501	Conv to Career-Cond Appt				
15	Service under an excepted appointment as a Secret Service agent when the provisions of Executive Order 11203 are met		Career	500	Conv to Career Appt	ZGY	E.O. 11203		
16	Service on a Veterans Recruitment Appointment	Has completed two years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	LYM	Reg. 315.705		
17			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
18	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAM	Reg. 315.612	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
19		Is already on your agency's rolls		501	Conv to Career-Cond Appt				
20	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career	100	Career Appt				
21		Is already on the rolls of your agency		500	Conv to Career Appt				
22	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(u)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709		
23			Career-Conditional	501	Conv to Career-Cond Appt				
24	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606		
25			Career-Conditional	101	Career-Cond Appt				
26		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
27			Career-Conditional	501	Conv to Career-Cond Appt				
28	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607		
29			Career-Conditional	101	Career-Cond Appt				
30		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
31			Career-Conditional	501	Conv to Career-Cond Appt				

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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
32	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
33			Career-Conditional	101	Career-Cond Appt				
34		Is already on your agency's rolls	Career	500	Conv to Career Appt				
35			Career-Conditional	501	Conv to Career-Cond Appt				
36	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230		
37	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	E.O. 12721		
38		Is already on your agency's rolls		501	Conv to Career-Cond Appt				
39	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg. 315.609		
40			Career-Conditional	101	Career-Cond Appt				
41		Is already on your agency's rolls	Career	500	Conv to Career Appt				
42			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
43	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	Reg. 315.610	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
44			Career-Conditional	101	Career-Cond Appt				
45		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt				
46			Career-Conditional	501	Conv to Career-Cond Appt				
47	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on your agency's rolls	Career	500	Conv to Career Appt	L2K	Reg. 315.711		
48			Career-Conditional	501	Conv to Career-Cond Appt				
49	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106-117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117 , Sec. 511		
50			Career-Conditional	101	Career-Cond Appt				
51		Is already on your agency's rolls	Career	500	Conv to Career Appt				
52			Career-Conditional	501	Conv to Career-Cond Appt				
53	Service under the Internship Program	Is already on your agency's rolls	Career	500	Conv to Career Appt	LAK	Reg. 315.713(a)(1)		
54			Career-Conditional	501	Conv to Career-Cond Appt				

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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
55	Service under the Internship Program	Is not on your agency's rolls	Career	100	Career Appt	LAK	Reg. 315.713(a)(1)	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.	Use as many remarks from Table 9-I as are applicable.
56			Career-Conditional	101	Career-Cond Appt				
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	Reg. 315.713(a)(2)	2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)." 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
58			Career-Conditional	501	Conv to Career-Cond Appt				
59		Is not already on the rolls of your agency	Career	100	Conv to Career Appt				
60			Career-Conditional	101	Conv to Career-Cond Appt				
61	Service under the Presidential Management Fellows Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	Reg. 315.713(a)(3)		
62			Career-Conditional	501	Conv to Career-Cond Appt				
63		Is not already on the rolls of your agency	Career	100	Conv to Career Appt				
64			Career-Conditional	101	Conv to Career-Cond Appt				

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

Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
65	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (See Note 2)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)." 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
66			Career-Conditional	101	Career-Cond Appt				
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
68			Career-Conditional	501	Conv to Career-Cond Appt				
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt	LAQ	Reg. 316.910	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
70			Career-Conditional	101	Career-Cond Appt				
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
72			Career-Conditional	501	Conv to Career-Cond Appt				
73	Service under the Post-Secondary Student Program under 5 USC 3116 that meets eligibility requirements for conversion to a competitive service position	Is already on your agency's rolls	Career	500	Conv to Career Appt	LAQ	Reg. 316.910	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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
74			Career-Conditional	501	Conv to Career-Cond Appt				
75	Based on a person's eligibility for a College Graduate Appointment (5 USC 3115)	Is not on your agency's rolls	Career	100	Career Appt	LAU	Reg. 315.614(a)		
76			Career-Conditional	101	Career-Cond Appt				
77		Is already on the rolls of your agency	Career	500	Conv to Career Appt				
78			Career-Conditional	501	Conv to Career-Cond Appt				

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

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Rule	If the Appointment Is Based On (See Note 6)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Note 1)	Notes	Remarks
>79<	>The authority to noncompetitively appoint certain DOD relocating civilian spouses<	>Is not on your agency's rolls<	>Career-Conditional<	>101<	>Career-Cond Appt<	>CDS<	> P.L.118-31, section 1119 <	>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. 6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .<	>Use as many remarks from Table 9-I as are applicable.<
>80<		>Is already on your agency's rolls<		>501<	>Conv to Career-Cond Appt<				
>81<	>The authority to noncompetitively appoint certain DOD relocating civilian spouses<	>Is not on your agency's rolls<	>Career<	>100<	>Career Appt<				
>82<		>Is already on the rolls of your agency<		>500<	>Conv to Career Appt<				

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

Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
1	Return from uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	Career	100	Career Appt	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)	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. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 3. If the Merit Systems Protection Board determines restoration was improper, cancel it following 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).	Use as many remarks from Table 9-I as are applicable.
2			Career-Conditional	101	Career-Cond Appt				
3	Merit Systems Protection Board (MSPB) directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive US and (Cite authority for appointment held prior to separation upon which restoration is based)		
4			Career-Conditional	101	Career-Cond Appt				
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)		
6			Career-Conditional	101	Career-Cond Appt				

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

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Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (see Note 3)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 3. If the Merit Systems Protection Board determines restoration was improper, cancel it following 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).	Use as many remarks from Table 9-I as are applicable.
8			Career-Conditional	101	Career-Cond Appt				
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)		
10			Career-Conditional	101	Career-Cond Appt				
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.204 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
12			Career-Conditional	101	Career-Cond Appt				
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.311 and (Cite authority for appointment held prior to separation upon which re-employment is based)		
14			Career-Conditional	101	Career-Cond Appt				

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

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Rule	If the Action Is Based On (See Note 4)	And the Person	And the Appointment Is	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 2)	Notes	Remarks
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which re-employment is based)	Reg. 352.507 and (Cite authority for appointment held prior to separation upon which re-employment is based)	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 2. On a restoration or re-employment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use The Guide to Data Standards to identify the code for that legal authority. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Use as many remarks from Table 9-I as are applicable.
16			Career-Conditional	101	Career-Cond Appt				
17		Is already on your agency's rolls	Career	500	Conv to Career Appt				
18			Career-Conditional	501	Conv to Career-Cond Appt				
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite 22 U.S.C. 2385(d)) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
20			Career-Conditional	101	Career-Cond Appt				
21		Is already on your agency's rolls	Career	500	Conv to Career Appt				
22			Career-Conditional	501	Conv to Career-Cond Appt				
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	Reg. 352.803		
24			Career-Conditional	101	Career-Cond Appt				
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which re-employment is based)	(Cite authority for the re-employment) and (Cite authority for appointment held prior to separation upon which re-employment is based)		
26			Career-Conditional	101	Career-Cond Appt				

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

Use as many remarks as are applicable.

Return to Table [9-A](#), [9-B](#), [9-C](#), [9-D](#), [9-E](#), [9-F](#), [9-G](#), [9-H](#)

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Employee was required to complete an appointment affidavit, SF 61, Appointment Affidavit		M01	Appointment affidavit executed (date).	
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]	
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by 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).	
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.	
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).	
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).	

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
8	Employee is receiving a career appointment to a position other than an Administrative Law Judge	Employee has completed the service requirement for career tenure	T07	Completed service requirements for career tenure as follows: [agencies to enter from (date) to (date) if continuous service, OR listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).]	
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.	
10	Employee is receiving an appointment as an Administrative Law Judge	Employee is automatically exempt from the probationary period requirements per Reg. 930.204(e)	E08	Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements.	
11	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.	
12		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.	
13	Employee is being assigned to a supervisory (or managerial) position	Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).	
14	Employee qualified for position under a training agreement under which he or she is 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.	
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
16	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 3)	3. Be sure to attach the employment or working agreement to the SF-50 .
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion or merit staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).	
18	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed).	
19	Action is a transfer or reinstatement	Agency modified OPM qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.	
20	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.	
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to reduction in force release	Their retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
22	Employee is on the rolls of another agency on a part-time or intermittent appointment (See Note 6)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	6. Send copy of appointment SF-50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
23	Employee is on the rolls of another agency in a nonpay status (See Note 6)	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
24	Employee is moving between executive agencies	Has re-employment rights in former agency or office	M02	You have re-employment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).	
25	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.	
26	Employee is converted from a Senior Executive Service (SES) appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.	
27	Employee declined conversion to a Senior Executive Service (SES) appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.	
28	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.	
29	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.	
30	Employee is appointed to or converted to a supervisory General Schedule (GS) position in which they supervise higher-paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$__.	
31	Employee's salary will be based on their highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate SF-50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases they earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in-force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39		Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (See Note 4)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	4. Use this remark in addition to those required by Rules 36-38.
40		Employee will be entitled another period of grade retention when the current period has ended	X38 (See Note 4)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.	
41	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
42			X49	Change to lower grade, level, or band is for personal cause.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which they are placed		X40	Employee is entitled to pay retention.	
44	Employee is entitled to pay retention under 5 U.S.C. 5363				
45			X41	Salary is 150% of maximum rate of grade to which assigned.	
46	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, level, or band is for personal cause.	
47			X42	Pay retention entitlement is terminated.	
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
49	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 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)	
50	Employee's total salary includes payment for administratively uncontrollable overtime		P81	Salary in block 20 includes AUO of \$ _____.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
51	Reserved				
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$____.	
53	Employee who is re-employed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of the CSRS and FERS Handbook	Employee has been given 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.	
54	Employee's retirement code will be C, E, K, L, M, or N		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")	
55	Employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	
56	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 55 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	
57	Employee has elected to retain coverage under a retirement system for non- appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.	
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	
60	Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF-50. However, Basic Life insurance coverage is always at least \$10,000.	
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.	
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.	
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	

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

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
68	Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).	
69	Will be re-employed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
70		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	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
71			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 7)	7. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
72	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. (See Note 8)	8. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.
73	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.	

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

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Rule	If	And	Then Remark Code Is	And Remark Is	Notes
74	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.	
75	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).	
76	Reserved				

Return to Table [9-A](#), [9-B](#), [9-C](#), [9-D](#), [9-E](#), [9-F](#), [9-G](#), [9-H](#)

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	Use instructions in Chapter 4, to complete the SF-52. 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.
2	Select the nature of action and authority from the tables listed below. For: • 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	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.
4	***
5	Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the SF-52.
6	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: • not-to-exceed date for appointment • ending date for trial period

Step	Action
7	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.
8	Prepare and distribute required notices If the person is being converted to a new appointment and will be serviced by a new payroll office, then: 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. If the employee is coming from another agency with no break in service (or with a break of three calendar days or less), then: 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. 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. *** >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.
9	Follow your agency instructions to distribute the SF-50.

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

8

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

9

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.	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)			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.	
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. ***	
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)			6. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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

10

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. 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)
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

11

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. 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)
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

12

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					ZTM	P.L. 99-586		
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

13

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: <i>Other Citation (Law, E.O., or Reg.)</i> " 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 Career Transition Assistance Plan	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		Is already employed in your agency		515	Conv to Appt NTE (date)				
45	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207		
46		Is already employed in your agency		515	Conv to Appt NTE (date)				
47	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.708		
48		Is already employed in your agency		515	Conv to Appt NTE (date)				

Table 10-B. Appointments Not to Exceed, Continued

14

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)				

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.	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)			2. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	

Table 10-D. Reserved

Table 10-E. Term Appointment

Rule	If the Appointment Is (See note 7)	And the Person	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See note 1)	Notes	Remarks
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not an employee of your agency	108	Term Appt NTE (date)	LDM	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

18

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

19

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

20

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

21

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. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.	
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		
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

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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						
5		Is already on your agency's rolls						
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

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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)	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. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Jump to listing of Remarks (Use as many remarks as are applicable)
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

25

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)	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. 2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this Guide. 3. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Jump to listing of Remarks (Use as many remarks as are applicable)
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

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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)	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. 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)
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

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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

29

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. 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)
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

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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. 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)
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	OAK 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

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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	QBK and (Cite auth for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appt held prior to separation upon which restoration 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) .	
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)		

Table 10-H. Overseas Limited Appointment, Continued

33

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.	
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)			4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
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.

Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

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

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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

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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			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	Pay retention entitlement is terminated.	
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		NOAC for appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.	
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of \$____.	
45	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 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

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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

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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.	

Return to Table [10-B](#), [10-C](#), [10-E](#), [10-F](#), [10-G](#), [10-H](#)

Chapter 11: Excepted Service Appointments

Natures of Action 130, 170, 171, 190, 570, 571, 590, 760

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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 appointments, conversions to appointments, and extensions of temporary appointments that are made without regard to the competitive requirements of civil service rules and regulations, and that are not to positions in the Senior Executive Service (SES). Instructions for SES appointments are published in Chapter 13 [of this guide](#).

2. Definitions

- a. **Appointment.** Any personnel action that brings an individual onto the rolls (staff) of an agency.
- b. **Conversion.** The changing of an employee from one appointment to another *** (under *** the same or a different authority) in the same agency with *** a break [in service](#) of 3 days or less.
- c. **Extension.** The continuation of a time-limited appointment ([i.e.](#), [one with a not-to-exceed](#) [NTE] date) up to the maximum time allowed by the authority under which it was effectuated.
- d. **Provisional Appointment.** *** [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.](#)
- e. **Provisional Appt NTE.** [The nature of action used for 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. Appointments designated as provisional provide eligibility for retirement coverage, health benefits, and life insurance.](#)
- f. **Time-Limited Appointment.** A non-permanent appointment made for more than 1 year.

3. Special Conditions

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

require additional instructions.

- a. **Person is retired.** When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 >(Figure 3-4) as< appropriate for excepted service appointments.
- b. **Separations by RIF.** If an employee who is >about< to be separated by reduction in force (RIF) procedures accepts a nonpermanent appointment in the same agency, each action must be documented separately, regardless of when the new appointment begins. >In this scenario,< the losing office processes a 356/Separation-RIF and the gaining office processes the new appointment. If an employee accepts an offer of assignment under *** RIF regulations to a specifically temporary position (e.g., a career employee accepts an offer >for< *** a position scheduled to be abolished in a year), >process the employee's movement to the new position< *** as a Reassignment, Position Change, >or other action according to the< instructions in Chapter 14 of this Guide.
- c. **Concurrent employment.** If >an< employee will be employed concurrently in two (or more) agencies, follow instructions in the [Federal Employees' Group Life Insurance: A Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) and the [Federal Employees' Health Benefit Program: A Handbook for Enrollees and Employing Offices](#) to determine how >life insurance and< health benefits >should< *** be handled, and >how< to document those determinations on the [SF-52](#) and [SF-50](#)).
- d. **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 11-A through 11-C 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

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Excepted Service

Step	Action
1	When actions involve persons new to your agency's rolls, compare data on the SF-52 submitted by the requesting office with the >job< application and other documents submitted >for the appointee<. When actions involve persons already on your agency's rolls, compare data on the SF-52 submitted by the requesting office with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct. *** If the employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return-to-duty (RTD) action and the conversion must be documented. Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF-52 and SF-50, enter the nature of action and authority for the RTD in blocks 5A-5F. If the employee will change >their< *** work schedule, or the number of hours >they work< *** on a part-time basis will change as a result of the conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority, and remarks for the change in work schedule or hours action. If the conversion and the change in work schedule or hours are being documented on the same SF-52 and SF-50, enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Change in Hours action, enter the new hours per pay period in block 33.

Step	Action
	>If< an RTD and a conversion are effective on the same date as a change in work schedule or hours, and the RTD and conversion are being recorded on the same SF-52 and 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-52/50 to document the change in work schedule or hours.< If the employee is voluntarily converting from a competitive service appointment to an excepted service appointment, obtain a statement from >them that they are< *** leaving the competitive service voluntarily to accept an appointment in the excepted service.
2	Use Table 11-A or Table 11-B to select the nature of action and authority for the appointment or conversion and put them in blocks 5A-5F of the SF-52. 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.
3	Use Table 11-C to select remarks *** required by OPM for the action and enter them in Part F of the SF-52. Also enter in Part F any additional remarks *** that are required by your agency's instructions or that are necessary to explain the action.
4	>Check< Chapter 3 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF-52. Follow instructions in that chapter to complete and distribute them.
5	Complete the SF-52 as required by instructions in Chapter 4. >For< an excepted appointment that is "conditional," enter "2" in block 24 of the SF-52. For an excepted appointment that is "indefinite" or "provisional," enter "3" in block 24 of the SF-52. Follow your agency's procedures to get the approval signatures on the SF-52.

Step	Action
6	Follow instructions in Chapter 4 to complete the SF-50 ; follow your agency's instructions to have the SF-50 signed or authenticated.
7	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.
8	Prepare and distribute required notices: If the employee is coming from another agency with no break in service (or with a break of 3 calendar days or less), 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. 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. Note: When the gaining agency is using an OPM-approved electronic SF-52 or SF-52 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. >If the employee< *** is being converted to a new appointment and will be serviced by a new payroll office, give the employee a completed SF-8, Notice to Federal Employee About Unemployment Insurance, before the effective date of the conversion. Show the full name and address of the payroll office where the individual's records are maintained.
9	Follow your agency's instructions for distributing the *** SF-50 .

Tables

Table Summary: Table 11-A. Excepted Service Appointments

<i>If Excepted Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	5-6
Under VRA authority	7-11
Based on a move from the SES	12-14
By the President	16-23
Of an Expert or Consultant	24-27
Of a foreign national overseas	28-31
Under the IPA	32
Not listed above: Under Schedule A, B, C or D authority	1-4, >33-51<
Not listed above: Under another authority	>52-55<
Not listed above: Extension of an Excepted Appt	>56-57<

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

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

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

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Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
8	Is being employed under the Veterans Recruitment Appointment (VRA) on an appointment without time limitation (See Note 5)		Is not on your agency's rolls	170	Exc Appt	J8M	Pub. L. 107-288	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action , was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following authorities required by this table and ZLM, if used. 3. *** >Reserved< 4. For information on Schedule A, B, C, and D, see 5 CFR 213 . For authority codes for Schedules A, B, C, and D, see Figure 11-1 , or The Guide to Data Standards . 5. Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service. 6. These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a competitive service position, follow the instructions in Chapter 10 . 9. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .	Use as many remarks from Table 11-C as are applicable.
9			Is already on your agency's rolls	570	Conv to Exc Appt				
10			Is being employed under the Veterans Recruitment Appointment (VRA) on a temporary appointment (See Note 6)	Is not on your agency's rolls	171	Exc Appt NTE (date)			
11	Is already on your agency's rolls	571		Conv to Exc Appt NTE (date)					
12	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during SES probationary period	Is already on your agency's rolls	570	Conv to Exc Appt	(Cite code for authority under which conversion is based) and VDJ	(Cite the authority under which the conversion is based) and 5 U.S.C. 3594(a)		
13		Is based on less than fully successful performance following SES probationary period				(Cite code for authority under which conversion is based) and VCS	(Cite the authority under which the conversion is based) and 5 U.S.C. 3594(b)(1)		
14		Is based on a reduction in force in SES				(Cite code for authority under which conversion is based) and VCT	(Cite the authority under which the conversion is based) and 5 U.S.C. 3594(b)(2)		
15	Reserved	***	***	***	***	***	***		

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

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
16	Is appointed by President with advice and consent of Senate (See Note 7)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes Presidential appointment with advice and consent of Senate)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. *** >Reserved< 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or The Guide to Data Standards. 7. Employee is placed in Tenure Group 0. 9. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).	Use as many remarks from Table 11-C as are applicable.
17			Is already on your agency's rolls	570	Conv to Exc Appt				
18		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
19			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
20	Is appointed by President when advice and consent of Senate is not required (See Note 7)	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes Presidential appt)		
21			Is already on your agency's rolls	570	Conv to Exc Appt				
22	Is appointed by the President when advice and consent of the Senate is not required (See Note 7)	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	ZKM	(Enter Law, E.O., or Reg. that authorizes Presidential appt)		
23			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
24	Is an expert or consultant appointed under 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103		

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

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Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
25	Is an expert or consultant appointed under 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on your agency's rolls	570	Conv to Exc Appt	H2L	Reg. 304.103	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. *** >Reserved< 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or The Guide to Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).	Use as many remarks from Table 11-C as are applicable.
26		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
27			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
28	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3		
29			Is already on your agency's rolls	570	Conv to Exc Appt				
30		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
31			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
32	Is selected under Intergovernmental Personnel Act (IPA)	Is under the authority of 5 U.S.C. 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 U.S.C. 3374		

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

13

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

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

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action , was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority.	Use as many remarks from Table 11-C as are applicable.
42			Is already on your agency's rolls	570	Conv to Exc Appt				
43	Is already employed as a Recent Graduate in a different agency		Is not on your agency's rolls	170	Exc Appt	YEP	Reg. 362.304	2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following authorities required by this table and ZLM, if used.	
44	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)		
45			Is already on your agency's rolls	570	Conv to Exc Appt				
46	Is already employed as a Presidential Management Fellow in a different agency	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YER	Reg. 362.406	9. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .	
47	Is being readmitted as a Presidential Management Fellow		Is not on your agency's rolls	170	Exc Appt	YES	Reg. 362.407		
48			Is already on your agency's rolls	570	Conv to Exc Appt				

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

Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
49	Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (See Note 8 BEFORE citing this rule)	Is without time limitation	Is already on your agency's rolls	570	Conv to Exc Appt	YEF	Sch D, 213.3402(a) - SCEP	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. *** >Reserved< 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or The Guide to Data Standards. 8. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information. 9. Use Secondary LAC "ZBB" for actions in support of the (BIL Infrastructure Investment and Jobs Act (P.L. 117- 58)).	Use as many remarks from Table 11-C as are applicable.
50	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (See Note 8 BEFORE citing this rule)	Is temporary	Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)	YEG	Sch D, 213.3402(a) - STEP		
51	Is currently serving on a PMF appt (Reg. 213.3102(ii)) and appt is being converted to an appt under the PMF Program of the Pathways Programs under Sch D, 213.3402(c) (See Note 8 BEFORE citing this rule)	Is without time limitation	Is already on your agency's rolls	570	Conv to Exc Appt	YEH	Sch D, 213.3402(c) - PMF		

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

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Rule	If the Person	And the Appointment	And the Person	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 9)	Notes	Remarks
52	Is employed under the authority of any other law, Executive Order or Reg. not covered in the preceding rules of this Table (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109)	Is without time limitation	Is not on your agency's rolls	170	Ext Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)	1. >In addition to any other authorities required by this table, you may cite< "ZLM: Other Citation (law, E.O., or Reg.)" >as a second authority when appropriate.< If a SF-59, Request for Approval of Non-Competitive Action, was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 2. If appointment was made using special priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" following authorities required by this table and ZLM, if used. 3. *** >Reserved< 4. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or The Guide to Data Standards. 9. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).	Use as many remarks from Table 11-C as are applicable.
53			Is already on your agency's rolls	570	Conv to Exc Appt				
54		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)				
55			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)				
56	Previously served on a STEP appt which was converted to an appt NTE under the Internship Program of the Pathways Programs	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	YEA	Sch D, 213.3402(a)		
57	Is serving on an Exc Appt NTE that is not described in rule 56 above					(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)		

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

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

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

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Rule	If the Person	And	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 6)	Notes	Remarks
7	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury (See Note 5)		170	Exc Appt	AQM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive Inj and (Cite authority for the appointment held prior to the separation upon which restoration is based)	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. If an SF-59, Request for Approval of Non-Competitive Action , was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D, see 5 CFR 213 . For authority codes for Schedules A, B, C, and D, see Figure 11-1 , or The Guide to Data Standards .	Use as many remarks from Table 11-C as are applicable.
8	Exercises reemployment rights after having moved between executive agencies during an emergency				PWM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.204 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)	4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left their agency. Use The Guide to Data Standards to identify the code for that legal authority. 5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this Guide. 6. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58) .	
9	Exercises reemployment rights after having transferred to an international organization	Is not on your agency's rolls	170	Exc Appt	P3M and (Cite auth code for the appointment held prior to separation upon which reemployment is based)	Reg. 352.311 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
10	Exercises reinstatement rights after serving in the Agency for International Development under sections 233(d) and 625(b) of the Foreign Assistance Act				P5M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.507 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
11		Is already on your agency's rolls	570	Conv to Exc Appt				

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

Rule	If the Person	And	Then NOAC Is	NOA Is	Auth Code Is	And Authority Is (See Notes 1-4, 6)	Notes	Remarks
12	Exercises reemployment rights after service with the American Institute in Taiwan	Is not on your agency's rolls	170	Exc Appt	P7M	Reg. 352.803	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. If an SF-59, Request for Approval of Non-Competitive Action was obtained from OPM for the action, also include with the authorities "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, C, and D, see 5 CFR 213. For authority codes for Schedules A, B, C, and D, see Figure 11-1, or The Guide to Data Standards. 4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left their agency. Use The Guide to Data Standards to identify the code for that legal authority. 6. Use Secondary LAC "ZBB" for actions in support of the (BIL) Infrastructure Investment and Jobs Act (P.L. 117- 58).	Use as many remarks from Table 11-C as are applicable.
13	Exercises reemployment rights under circumstances not covered in Rules 1-12				ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		
14		Is already on your agency's rolls	570	Conv to Exc Appt	ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)		

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

Use as many remarks as are applicable.

Return to Table [11-A](#), [11-B](#)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	<i>Notes</i>
1	Employee was required to complete an appointment affidavit, SF-61		M01	Appointment affidavit executed (date).	9. The first character of the code must be either Y or Z and the agency's remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1 , Section 1-4c (2) of this Guide.
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For others enter "none" or 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" means employee was previously covered by CSRS or FERS.]	
4		Employee is a Recent Graduate or Fellow under the Pathways Programs	A36	The duration of a Pathways appointment under Sch D is a trial period.	
5	Appointment or conversion to appointment action requires employee to complete a trial period and Rule 4 is not applicable	Employee has not completed that trial period	Determined by employing agency (See Note 9)	Determined by employing agency. (See Note 9)	
6		Employee has already completed that trial period	E03	Trial period completed.	
7	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).	
8		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).	

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

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
9	Employee qualified for position under a training agreement under which he or she is 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.	3. Be sure to attach >the employment or working agreement< to the *** SF-50. 4. Tenure group in block 24 changes to "3." 5. Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.
10	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 3)	
11	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.	
12	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. (See Note 4)	
13	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. 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.	
14	Employee is given a time-limited appointment (NOA 171), or a time-limited appointment is extended		M06	Reason for temporary appointment: (state reason)	
15	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under the authority during the service year (See Note 5)	A11	Employment under this appointment must not exceed (number) working days a year.	

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
16	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (See Note 5)	A12	Employment under this and previous appointment must not exceed (number) working days a year.	5. Service year means a consecutive 12-month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date. 6. Employees are placed in Tenure Group II.
17	Appointment authority limits the number of hours employee may work during a service year	This is the employee's first appointment under this authority during the service year (See Note 5)	A07	Employment under this appointment must not exceed (number) hours a year.	
18	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (See Note 5)	A08	Employment under this and previous appointment must not exceed (number) hours a year.	
19	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.	
20	Employee is subject to the SL or ST pay system	Rate of basic pay is equal to or above the limit that subjects an employee to coverage by 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)	
21	Appointment is made under the Pathways Programs as a Recent Graduate or Fellow under Sch D, 213.3402(b) or (c) (See Note 6)		A37	Appointment cannot exceed 2 years plus any agency approved extension of no more than 120 days. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated.	

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

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Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
22	Appointment is made under the Pathways Programs under Sch D, 213.3402 as an Intern, Recent Graduate, or Presidential Management Fellow (See Note 6)	The employee is currently employed under a nontemporary appointment in the competitive service	A38	Employee informed in advance of the conditions of appointment under the Pathways Programs	6. Employees are placed in Tenure Group II. 12. Employees are placed in Tenure Group 0.
23	Appointment is made under the Pathways Programs as an Intern under Sch D, 213.3402(a) (See Note 6)		A39	This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint you to a term, career or career-conditional appointment in the competitive service within *** >180< days after satisfactory completion of your educational program and satisfactory completion of at least *** >480< hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.	
24	Appointment is made under the Internship Program on a NTE basis (Sch D, 213.3402(a) and Reg. 362.203(d)(ii)) (See Note 12)	Appointment does not confer eligibility to be noncompetitively converted to Term, career, or career-cond. appointment	A32	This appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.	
25		Appointment may confer eligibility to be noncompetitively converted to a term, career, or career-conditional appointment	A35	This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.	
26	Employee is eligible for Sole Survivorship veterans' preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 employee is entitled to: No Points/Sole Survivorship Preference	
27	Appointment is made under the Veterans Recruitment Appointment (VRA) per 5 CFR 307 (See Note 6)	Appointment is to a competitive service agency and not to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.	

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

24

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
28	Employee is already on your agency's rolls	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)	7. Send copy of appointment SF-50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
29	Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.	
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (See Note 7)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).	
31	Employee is on the rolls of another agency in a nonpay status (See Note 7)		M33	On nonpay status in (agency).	
32	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).	
33	Employee is a Special Government Employee as defined in 18 USC 202		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.	
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES or employee's failure to be recertified in the SES	M58	No SES reinstatement rights.	
35	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter type of appointment) with all associated rights and benefits.	
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392	

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

25

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.	Reserved
38	Appointment is at salary rate above minimum rate of the grade		P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212 .	
39	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 .	
40	Employee is appointed to or converted to a supervisory GS position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.	
41	Employee's salary will be based on their highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).	
42		Agency cannot verify salary before action is effective	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.	
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF-50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
44	Employee is returning after service with the American Institute in Taiwan an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade, level, or band), effective (date).	

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

26

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
46	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).	8. Use this remark in addition to those required under Rules 45-48.
47			X61	Retained grade will not be used for purposes of reduction-in- force.	
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
49			X35 (See Note 8)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.	
50		Employee will be entitled another period of grade retention when the current period has ended	X38 (See Note 8)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.	
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.	
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.	
54	Employee is entitled to pay retention under 5 U.S.C. 5363				
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.	

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

27

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
56	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, level, or band is for personal cause.	Reserved
57			X42	Pay retention entitlement is terminated.	
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.	
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.	
60	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials		P83	*** >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. <	
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.	
62	Reserved				
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.	
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given SF-3109 , FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF-3109 provided to employee.	
65	Employee's retirement code will be C, E, K, L, M, or N		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")	
66	Employee's retirement code will be K, L, M, or N	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.	
67	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 66 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.	

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

28

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
69	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of the SF-50. However, Basic Life insurance coverage is always at least \$10,000.	Reserved
70	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.	
72	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.	
73		Canceled enrollment while in previous agency or office	B01	Canceled health benefits.	
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.	
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74, use of remark code T11 is not applicable, and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.	
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).	

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

29

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).	10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
78	Reserved	***	***	***	
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.	11. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from OPM.
80	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).	
81	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.	
82	Will be reemployed 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 .	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.	
83			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 10)	
84			P10	Annuity at present is \$ pa. (See Note 11)	
85	Reserved	***	***	***	
86	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	

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

30

Use as many remarks as applicable.

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
87	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
88	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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Figures

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

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

For Appointments under		Use Legal Authority Code (See The Guide to Data Standards for Translations)
Sch A	213.31xx – Agency-unique Sch A authority	>XZM<
Sch B	213.3202(j)	YJM
Sch B	213.3202(m)	YMM
Sch B	213.3202(n) ¹	YKB
Sch B	213.32xx. Agency-unique Sch B authority	Y5M
Sch C	213.33xx. Agency-unique Sch C authority	Y7M
Sch C	213.3302(a) Temp. transitional Sch C	Y9K
Sch C	Authority other than Sch C, 213.33xx, (i.e., law or E.O. that establishes a Sch C position)	Y8M
Sch D	213.3402(a) Intern Program	YEA
Sch D	213.3402(b) Recent Graduates Program	YEB
Sch D	213.3402(c) Presidential Management Fellows Program	YEC

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

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

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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 appointments, conversions to appointments, and extensions of limited appointments in the Senior Executive Service.

2. Definitions

- a. An appointment** is any personnel action that brings an individual onto the rolls (staff) of an agency.
- b. A conversion** changes an employee from one appointment to another appointment in the same agency (under the same or a different authority) with no break in service or with a break of 3 days or less. Examples include moving an employee from the competitive service to the Senior Executive Service, from a Senior Executive Service Noncareer to a Senior Executive Service Career Appointment or vice versa, or from the excepted service to the Senior Executive Service.
- >c. A 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. <
- d. A Provisional Appointment NTE** is the nature of action used for 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. Appointments designated as provisional provide eligibility for retirement coverage, health benefits, and life insurance. <.

3. Instructions

When the person being appointed is retired from Federal civilian service, follow the instructions in Chapter 3 (Figure 3-4), in addition to the instructions in this chapter.

- a.** For actions involving employees 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 they are correct.
- b.** If the 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 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.** 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.

 - i.** When the 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 hours in blocks 6A-6F. If the action includes a change in the number of hours a part-time employee works per biweekly pay period, enter the new hours per pay period in block 33.
 - ii.** When a return to duty and 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. Use [Table 13-A](#) or [13-B](#) to select the nature of action, legal authority, and remarks for the appointment or conversion and put them in blocks 5A-5F and Part F of the [SF-52](#). 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.
- e. Use [Table 13-C](#) to select codes for remarks required in special situations.
- f. Use [Table 13-D](#) to convert remarks codes into remarks and enter remarks in Part F of the [SF-52](#).
- g. Fill in remaining blocks on the [SF-52](#) as required by instructions in Chapter 4. Follow your agency's instructions to obtain approval signature in Part C, block 2 of the [SF-52](#).
- h. Follow instructions in Chapter 4 to complete the [SF-50](#). Follow your agency's instructions to have it signed or authenticated.
- i. 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 Official Personnel Folder.
- j. Prepare and distribute required notices:
 - i. If the person is being converted to a new appointment and will be serviced by a new payroll office, 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 office where the individual's payroll records are maintained.
 - ii. If the employee is coming from another agency, follow instructions in the Office of Personnel Management's operating manual, [The Guide to Personnel Recordkeeping](#), to request the Official Personnel Folder.
- k. Distribute [SF-50](#) copies as appropriate.

4. Special Conditions

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 9-A through 9-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

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Tables

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

Notes and Remarks columns have been added.

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
1	Elects conversion to SES when the employee's position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service		542	Conv to SES Career Appt	NRM	Reg. 317.304	E23, E24, P48, and T55	1. Reserved	Use as many remarks from Table 13-C as applicable.
2	Requests conversion to an SES Career Appointment when the employee's position is converted to the SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar position			NTM	Reg. 317.305(b)(3)		2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate.	
3	Elects conversion to SES when the employee's position is converted to SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a time-limited appointment in the excepted service which followed, without a break in service, a career-type appointment in a position which has been designated as in the SES			NXM	Reg. 317.306(b)(3)		3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.	
									5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)	

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

7

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
4	Elects conversion to SES when the employee's position is converted to SES	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in a similar position	The employee's position is designated as SES general	546	Conv to SES Noncareer Appt	NSM and AUM	Reg. 317.305(b)) and OPM letter	E23, P48, and T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)	Use as many remarks from Table 13-C as applicable.
5			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position							
6		Is currently serving under a time limited appointment in a position which will not terminate within three years	The employee's position is designated as SES general			NWM and AUM	Reg. 317.306 (b)(2) and OPM letter			
7			The position is designated as SES career reserved and the agency assigns the employee to an SES general position							
8	Elects conversion to SES when the employee's position is converted to SES	Is currently serving under a time-limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action		548	Conv to SES Ltd Term Appt NTE (date)	NVM	Reg. 317.306 (b)(1)	E23, P48, and T55		

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

8

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

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

9

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
15	Moves without a break in service from an SES Career Appointment in one agency to an SES Career Appointment in another agency			145	Transfer SES Career	V6M	5 U.S.C. 3395(a)(1)(B)	E23 and T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.	Use as many remarks from Table 13-C as applicable.
16	Is selected for SES Noncareer Appointment	Moves without a break in service from an SES Noncareer Appointment in one agency to an SES Noncareer Appointment in another agency		147	Transfer SES Noncareer	VAG and AWM	5 U.S.C. 3395(d)(2) Reg. and OPM Form 1652 (See Note 6)	E23 and T55	4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under Reg 317.601(c) . Agencies must cite the following as the second authority on the SF-52: AWM : OPM Form 1652, if the agency's delegated authority is not used. See Reg 317.601(c) for conditions of limited appointment authority.	
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls	146	SES Non-career Appt	V4L and AWM	5 U.S.C. 3394(a) Noncareer and OPM Form 1652 (See Note 6)			
18			The person is already on your agency's rolls	546	Conv to SES Non-career Appt					
19	Is selected for SES Limited Term Appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M and AWM	5 U.S.C. 3394(a) OPM Form 1652 Limited Term (See Notes 4 and 6)	E23 and T55	5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58). 6. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b) , 317.604(a) for conditions of noncareer appointment authority).	
20			The person is already on your agency's rolls	548	Conv to SES LTD Term Appt NTE (date)					
21		Appointment is treated as provisional and agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)	V4M and AWM	5 U.S.C. 3394(a) OPM Form 1652 Limited Term (See Notes 4, 6, and 7)	E23, E58, and T55	7. See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appointment authority).	
22			The person is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)					

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

10

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
23	Is serving on an SES Limited Term Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)	V4M and AWM	5 U.S.C. 3394(a) OPM Form 1652 Limited Term (See Notes 4, 6, and 7)	E23 and T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.	Use as many remarks from Table 13-C as applicable.
24	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 (See Notes 4 and 6)	E23 and T55	4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term or limited emergency SES appointments for career non-SES employees. All other limited SES appointment authorities require OPM approval. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment, unless the appointment is made using delegated authority provided to the agency under Reg 317.601(c) . Agencies must cite the following as the second authority on the SF-52: AWM : OPM Form 1652, if the agency's delegated authority is not used. See Reg 317.601(c) for conditions of limited appointment authority.	
25	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is already on your agency's rolls	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 (See Notes 4, 6 and 7)	E23 and T55		
26		Appointment is treated as provisional and the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)		5 U.S.C. 3394(a) Limited Emergency OPM Form 1652 (See notes 4, 6, and 7)	E23, E58, and T55	5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	
27			The person is already on your agency's rolls	590	Conv to Provisional Appt NTE (date)				6. OPM Form 1652 must be submitted by the requesting agency and approved by OPM prior to appointment or reassignment (See Reg 317.601(b) , 317.604(a) for conditions of noncareer appointment authority). 7. See 5 CFR 316.403(b) for conditions of limited term or limited emergency appointment treated as provisional appointment authority).	
28	Is serving on an SES Limited Emergency Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55		

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

11

Rule	If Employee	And	And	Then NOAC Is	Nature of Action Is	Auth Code Is (See Note 5)	Authority Is (See Note 2)	Required Remarks (See Note 3)	Notes	Remarks
29	Elects conversion to SES when the employee's position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service	The action is not covered under Rules 1-3	542	Conv to SES Career Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the conversion)	E23, E24, T55	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58)	Use as many remarks from Table 13-C as applicable.
30		Is currently serving under a Schedule C appointment or in a similar position	The action is not covered under Rules 4-5	546	Conv to SES Non-career Appt			E23, T55		

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Table 13-B. Appointment Based on Reemployment Rights

Notes and Remarks columns have been added

Rule	If the Basis for the Action Is	And Employee	Then NOAC Is	Nature of Action Is	Legal Authority Code Is	Legal Authority Is (See Note 2)	Required Remarks (See Note 1)	Notes	Remarks
1	Senior Executive Service (SES) Career Appointment after service with an international organization	Is not on your agency's rolls	142	SES Career Appt	P3M	Reg. 352.311	E23 and T55	1. Use Table 13-D to translate codes into actual remarks. Remark E23 used only when employee is a preference eligible. 2. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Use as many remarks from Table 13-C as applicable.
2	SES Career Appointment after service under sections 233(d) and 625(b) of the Foreign Assistance Act of 1961				P5M	Reg. 352.507			
3	SES Career Appointment after service with the American Institute in Taiwan				P7M	Reg. 352.803			
4	SES Career Appointment by reemployment under 5 CFR 352.405 , 352.705 , or 352.907				P2M	5 CFR part 352			
5	Return from unformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	142	SES Career Appt	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)			
6			146	SES Non-career Appt					
7			148	SES Ltd Term Appt NTE					
8			149	SES Ltd Emergency Appt NTE					

Table 13-C. Remarks Required in Special Situations

Notes and Remarks columns have been added

Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
1	Employee was required to complete appointment affidavit, SF 61			M01	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.	See Table 13-D to translate codes into actual remarks.
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51		
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25		
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01		
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20		
6	Action is an appointment or a conversion to appointment			M39 and M40		
7	Employee is subject to post-employment restrictions under 18 USC 207(c)			M97		
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be C, E, K, L, M, or N			M38		

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

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Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
9	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.	See Table 13-D to translate codes into actual remarks.
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be K, L, M, or N	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46		
11	Employee's retirement code will be K, KF, KR, L, LF, LR, M, MF, MR, N, NF, NR, or OF	Rule 10 does not apply		M45		
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of The CSRS and FERS Handbook for Personnel and Payroll Offices	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder		B60		
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63		
14	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).			M10		
15	Will be reemployed annuitant			A17		

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

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Rule	If	And	And the Employee	Then Codes for Remarks Are (See Notes)	Notes	Remarks
16	Will be reemployed 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 533		P08	1. In addition to other required remarks, use Remark E23 if employee is a preference eligible. 2. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office. 3. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.	See Table 13-D to translate codes into actual remarks.
17				P10 (See Note 3)		
18				P90 (See Note 2)		
19	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days		B07		

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

Notes column has been added.

Return to Tables [13-A](#), [13-B](#), [13-C](#)

Rule	If Code Is	Then Remark Is	Notes
1	A17	As a reemployed annuitant, you serve at the will of the appointing officer.	1. Remark E23 is used only when employee is a preference eligible.
2	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.	
3	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.	
4	B63	Elected to retain coverage under a retirement system for NAF employees.	
5	E01	Appointment is indefinite.	
6	E23	Veterans' preference is not applicable to the Senior Executive Service. (See Note 1)	
7	E24	Probationary period for SES position is not required.	
8	E25	Subject to satisfactory completion of 1-year SES probationary period beginning (date).	
9	E51	Employee has guaranteed placement rights during probation	
10	E58	Appointment is on a provisional basis. You are eligible for retirement coverage 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.	
11	M01	Appointment affidavit executed (date).	
12	M10	OPF maintained by (name and address of office).	
13	M20	Action at employee's request.	
14	M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos").	
15	M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos"). [This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]	
16	M40	Previous Retirement coverage: (enter "never covered" or "previously covered"). ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]	
17	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	

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

17

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

Chapter 14: Promotions; Changes to Lower Grade, Level, or Band; Reassignments; Position Changes; and Details

Natures of Action 702, 703, 713, 721, 730, 731, 732, 740, 741, 769, and 770

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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.

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1. Coverage

a. This chapter covers:

- i.** Promotions; reassignments; changes to lower grade, level or band; and position change actions (meaning personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one senior executive service position to another senior executive service position, in the same agency and with no break in service).
- ii.** Extension of temporary promotions and temporary position change actions.
- iii.** Details.

b. This chapter does not cover:

- i.** Movement of an employee, with their position, to a different organization when no change occurs in the position title, occupational series, grade, duties, and responsibilities. When such a move is to a different agency as a result of a transfer of function, the action is a Mass Transfer; when such a move is within the agency as a result of a reorganization, the action is a Realignment. (See Chapter 21 for instructions on documenting Mass Transfer and Realignments.)
- ii.** Movement between the competitive, excepted, and senior executive services. Document such a move as a conversion to an appointment. (See instructions in Chapters 9-13.)
- iii.** Promotion; reassignment; and change to lower grade, level, or band for temporary employees. If the employee is serving on a temporary appointment, document a change to another position or grade with a conversion to another appointment. (See Chapters 10 and 11.)
- iv.** Promotion and change to lower grade, level, or band of an employee who is serving on a temporary appointment pending establishment of a register in other than a Worker Trainee position. Such an employee may move to a position at a higher

or lower grade only by conversion to another appointment. (See Chapters 9-13.)

- v. Actions based on selection from a Civil Service Certificate or under a Direct Hire Authority. Document these actions as conversions to another appointment. (See Chapters 9 and 10.)

2. Definitions

a. Position Change. This is a move by an employee to another position during the employee's continuous service under the same appointment within the same agency. When the move establishes the employee's eligibility for grade retention under [5 U.S.C. 5362](#), the nature of action is Position Change. It is also called a Position Change when the employee is already entitled to grade retention and moves to another position at or below the retained grade. A move when the employee is not entitled to, and does not become entitled to, grade retention is a promotion; reassignment; or change to lower grade, level, or band. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is an appointment or conversion to appointment.

b. Promotion.

- i. For positions under the same job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a temporary promotion.
- ii. When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a temporary promotion.

c. Promotion Not to Exceed is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under [5 U.S.C. 5362](#) is temporarily assigned to a position at a grade above the retained grade.

d. Change to Lower Grade.

- i. For positions under the General Schedule or under the same wage grade schedule, a change to lower grade changes the employee to a lower grade.

- ii. When both the old and the new positions are under the same type of ungraded wage schedule or in different pay method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.
- e. **Reassignment** is the change of an employee from one position to another without promotion or change to lower grade, level, or band. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.
- f. **Detail.** A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to their regular duties at the end of the assignment. (An employee who is on detail is considered for pay and strength-count purposes to be permanently occupying their regular position.) Unless the agency chooses to use an [SF-50](#), a detail is documented with an [SF-52](#), unless the detail falls under rule 1 of [Table 14-A](#).
- g. **Position Change Not to Exceed (NTE)** is the temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. For example, when a GS-07 employee whose retained grade is GS-09 is temporarily assigned to a position at GS-06 or GS-09, the nature of action is Position Change NTE.
- h. **Agency**, as used in this Guide, is any department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, which has the authority to hire employees in the competitive, excepted, and senior executive services. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: the Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Guide; all other organizations within the Department of Defense that have agency codes that begin with "DD" (for example, DD04) are considered as one agency.

3. Selection of Legal Authority

- a. Meaning of “equivalent to CS Regs.”** For some actions covered by this chapter, the legal authority you place on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under [5 U.S.C. 75](#) (chapter 75 of title of 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to [5 U.S.C. chapter 75](#) (“5 U.S.C. 75 Eq”), or under other procedures. There are some agencies that are not covered by the civil service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by civil service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow, including ones that are similar to or equivalent to civil service procedures or *** other procedures that are different from those required by the civil service laws or regulations. If you are not sure if the employee who is the subject of the action is covered by the civil service procedures applicable to that particular action, *** ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effectuate the action.*
- b. Actions for Which the Agency Must Select the Authority.** For some actions covered by this chapter, you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled.
- i.** If a specific law, Executive Order, or regulation was the basis for the action, cite that law, Executive Order, or regulation in the authority block on the [SF-50](#) *along with the legal authority code shown in the table.*
 - ii.** If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for

violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference in the authority block on the [SF-50](#) along with the legal authority code shown in the table.

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

4. Use of SF-52

For change to lower grade, level, or band actions that end temporary promotions on their not to exceed dates, use of the [SF-52](#) is optional; the [SF-50](#) may be prepared directly from the data in the agency's personnel data system. For details, a [SF-52](#) is used to document the request and approvals when required by [Table 14-A](#). For all other actions described in this chapter, an [SF-52](#) is required to document the requested action and its approvals, and to prepare the [SF-50](#).

5. Special Conditions

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

- a. **Employee is eligible for a within-grade increase on the same date.** When the employee is eligible for a within-grade increase (WGI) on the same date as another action (for example, a promotion), both actions may be documented on the same [SF-50](#). Note that each one is reported separately via [Enterprise Human Resources Integration \(EHRI\)](#). In these cases, document the within-grade increase action first; in blocks 5A-5F and then document the promotion action in blocks 6A-6F of the [SF-50](#).
- b. **Employee's work schedule or the number of hours worked will also change.** If the employee's work schedule or the number of hours they work on a part-time basis will change as a result of the action being processed, you may document the Change in Work Schedule or

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

- i. When the action and the change in work schedule or hours are being documented on a single [SF-52/SF-50](#), enter the nature of action and authority for the action processed under this chapter in blocks 5A-5F and enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F. If the action includes a change in the number of hours a part-time employee works per biweekly pay period, enter the new hours per pay period in block 33.
- ii. When a return to duty and an action under this chapter are effective on the same date as a change in work schedule or hours, and the return to duty and action under this chapter are being recorded on the same [SF-52/SF-50](#), document the return to duty in blocks 5A-5F, the conversion in blocks 6A-6F, the new work schedule in block 32 and the new hours in block 33. You do not need an additional [SF-52/SF-50](#) to document the change in work schedule or hours.

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

File the [SF-52](#) on the permanent (right) side of the Official Personnel Folder. Prepare and distribute the [SF-50](#) after employee returns, moving the [SF-52](#) from the permanent (right) side to the temporary (left) side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the [SF-52](#) from the employee's folder and destroy it.

- d. An employee on a temporary promotion receives a permanent promotion.** Unless agency instructions require that an employee who

is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

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Job Aid

Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details

Step	Action
1	Compare data on the SF-52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
2	Use Job Aid. When to Process a Promotion; Change to Lower Grade, Level, or Band; Reassignment; Position Change; or Detail to decide whether the action is a promotion; change to lower grade, level, or band; reassignment; position change; or detail. When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to "drop" the employee from its data system, that office uses an agency nature of action in the 900-series to do so.

*Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details,
Continued*

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Step	Action
3	Use the tables in this chapter to determine appropriate documentation of the action. When the action is a detail: Then: Use Table 14-A When the action is a promotion; reassignment; change to lower grade, level, or band; or position change: Then: Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the SF-50. Competitive Service: • Promotion 14-B • Reassignment 14-D • Change to Lower Grade, Level, or Band 14-G • Position Change 14-I Excepted Service: • Promotion 14-C • Reassignment 14-E • Change to Lower Grade, Level, or Band 14-H • Position Change 14-J Senior Executive Service: Reassignment 14-F 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 the Office of Personnel Management) instead of the authority and code shown in this chapter.
4	In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks required by the Office of Personnel Management for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details,
Continued

12

Step	Action
5	An SF-52 will be used for processing most of the actions in this chapter. If an SF-52 is required for the action: Then: Fill in the blocks on the SF-52 as required by instructions in Chapter 4 of this Guide and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2 of SF-52. Use the information on the SF-52 to prepare the SF-50. Refer to Chapter 4 of this Guide to see how the SF-50 should be completed. Follow your agency's instructions to have it signed or authenticated. If an SF-52 is not required for the action: Then: Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the SF-50. Refer to Chapter 4 of this Guide to see how the SF-50 should be completed. Follow your agency's instructions to have it signed or authenticated.
6	When the SF-52 is used to document a detail, file it on the permanent (right) side of the employee's Official Personnel Folder (OPF); file the SF-52 for other actions on the temporary (left) side of the employee's Official Personnel Folder. Check The Guide to Personnel Recordkeeping to decide if any of the other documents submitted with or created in connection with the action should be filed on the permanent (right) side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
7	If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, 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 were maintained.
8	Distribute completed copies of the forms according to your agency's instructions.

Job Aid

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

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

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

14

Rule	If	And	Then the Action Is a
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level, or band
9	Employee moves to a lower graded position under the same wage grade schedule		
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level, or band
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		Detail
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series and grade do not change	Mass Transfer (See instructions in Chapter 21 of this Guide.)
14	Employee moves within your agency when the function employee performs moves from one organization or activity in your agency to another		Realignment (See instructions in Chapter 21 of this Guide.)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade and in employee's duties and responsibilities).	Change in Data Element (See Chapter 28 of this Guide for instructions.)

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

15

Rule	If	And	Then the Action Is a
16	Employee moves to another position in the same agency or is assigned to a new position description when the job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, the grade, or in the duties and responsibilities).	(No action is required by the Office of Personnel Management to document the change. If your agency requires that the change be documented, your agency may develop a nature of action code/nature of action in the 900-series to do so.)

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Tables

Table 14-A. Documentation of Details

Notes and Remarks columns have been added.

Rule	If Detail is	And	Then	Notes	Remarks
1	To State or local government, or other eligible organizations under the authority of the Intergovernmental Personnel Act (IPA) (See Note 3)		Document with an SF 50 : Legal Auth NYM/ Reg. 334.101 a) Nature of Action 730/Detail NTE(Date); or b) Nature of Action 731/Ext Detail NTE (Date); or c) Nature of Action 732/Term of Detail NTE (Date)	3. File the SF-50 on the right side of the OPF. Submit this information in your agency's Enterprise Human Resources Integration (EHRI) submission. 4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's EHRI submission.	Reserved for future use
2	To an international organization (See Note 4)		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date. a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)		

Table 14-A: Documentation of Details, Continued

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Rule	If Detail is	And	Then	Notes	Remarks
3	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.	1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF-52) extends beyond 30 days, prepare an SF-52 showing as the effective date the date on which the detail began.	Reserved for future use
4	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher-grade position (See Note 4)	Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 1)	4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's EHRI submission.	
5		Is to a position with promotion potential (See Note 4)	a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)		
6	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.		

Table 14-A: Documentation of Details, Continued

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Rule	If Detail is	And	Then	Notes	Remarks
7	For 120 days or more (See Note 4)		Document with an SF-52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 2) a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)	2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF-52) extends to 120 days or more, prepare an SF-52 showing as the effective date the date on which the detail actually began 4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's EHRI submission.	Reserved for future use

Table 14-B. Promotions in the Competitive Service

Notes and Remarks columns have been added.

Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion- NTE (date)	SZR	Reg. 930.204(e)			
2		Is not on a temporary basis	702	Promotion					
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion- NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12		
4			702	Promotion					
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2)	Is not on a temporary basis	702	Promotion	N2M	Cite specific authority for action (i.e., Reg. 335.102 or an agency-specific authority)	K13		
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent	Is not on a temporary basis	702	Promotion	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12		

Table 14-B. Promotions in Competitive Service, Continued

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Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
7	Reclassification of a position at a higher grade because of additional duties and responsibilities		702	Promotion	N7M	Reg. 335.102 Reclass	K26	1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
8	The upgrading of a position due to the implementation of a new or revised OPM classification or job grading standard or classification guide				VGP	5 U.S.C. 5107	K23		
9	The upgrading of a position due to the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27		
10	Noncompetitive advancement to a higher grade of employee selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Cite specific authority for action (i.e., Reg. 335.102 Career Prom, or an agency-specific authority)			
11	Reserved								
12	An exception to competitive promotion	Is on a temporary basis	703	Promotion- NTE (date)	N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			
13	procedures not described in Rules 7-11 (e.g., repromote to grade previously held)	Is not on a temporary basis	702	Promotion					

Table 14-B. Promotions in Competitive Service, Continued

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Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1 and 4)	Required Remarks (See Note 3)	Notes	Remarks
14	Selection from the Reemployment Priority List	Is to a grade previously held on a non-temporary basis in the competitive service from which the employee was demoted under 5 CFR 351	702	Promotion	NUM	Reg. 330.207		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12	3. See Table 14-L to translate codes into actual remarks. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
16		May be extended without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			

Table 14-C. Promotions in the Excepted Service

Notes and Remarks columns have been added.

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

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

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Rule	If the Basis of Promotion Is	And the Promotion	Then NOAC Is	NOA Is	Auth Code Is	Authority Is (See Notes 1 and 5)	Required Remarks (See Note 2)	Notes	Remarks
8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	Reg. 362.405(c)		1. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. If SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
9	Assignment (under circumstances not covered in Rules 1-8) to a position which Can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See Note 3)			
10		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (See Note 3)		2. See Table 14-L to translate codes into actual remarks.	Jump to listing of Codes and corresponding remarks
11	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)		3. For information on Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulations . For authority codes for Schedules A, B, C, and D, see Chapter 11, Figure 11-1, or The Guide to Data Standards . 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	

Table 14-D. Reassignments in the Competitive Service

Notes and Remarks columns have been added.

Rule	If the Basis of Reassignment Is	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 1, 2 and 4)	Required Remarks Are (See Note 3)	Notes	Remarks
1	Reassignment of an Administrative Law Judge under conditions described in Reg. 930.204	721	Reassignment	SZS	Reg. 930.204(f)		1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/ Reg. 531.222(c) ."	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2	Competitive selection under agency merit promotion or merit staffing procedures			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12	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 SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority.	
3	Reduction in force			PNM	Reg. 351.603		3. See Table 14-L to translate codes into actual remarks.	
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	Cite specific authority for action (i.e., Reg. 351.201(b) , or an agency-specific authority)		4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
5	Contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)			

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
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position	721	Reassignment	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency-specific authority)	K43	1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)." 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 SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 U.S.C. 5107	K23		
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when Rule 7 does not apply			N7M	Reg. 335.102 Reclass	K27		
9	Employee moves to a position with greater growth potential or offering opportunity for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)			
10	Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207			
11	Selection from the agency's Career Transition Assistance Plan			ABR	Reg. 330.608			

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., Reg. 335.102 , or an agency-specific authority		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/Reg. 531.222(c)." 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 SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58). 5. >Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks

Table 14-E. Reassignments in the Excepted Service

Notes and Remarks columns have been added.

Rule	If Reassignment Is	Then NOAC Is	Nature of Action Is	Auth Code Is (See Notes)	Auth Is	Notes	Remarks
1	Of a VRA appointee	721	Reassignment	J8M	Pub. L. 107-288	1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) "QTM/Reg. 531.222(c)." 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" 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 SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. For information on Schedule A, B, and C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or The Guide to Data Standards. 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58). 5. >Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3		
3	Effectuated under reduction-in-force procedures			PNM	Reg. 351.603		
4	Because of contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)		
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth. code as was used for the appointment)	(Same authority as was used for the appointment)		

Table 14-F. Reassignments in the Senior Executive Service

Notes and Remarks columns have been added.

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

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

Notes and Remarks columns have been added.

Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
1	Competitive selection under agency merit promotion or merit staffing procedures			713	Change to Lower Grade, Level, or Band	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency-specific authority)	K12	1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade			N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)	K16, X37, X45	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.	Jump to listing of Codes and corresponding remarks
3		Employee is <i>not</i> entitled to grade retention under 5 U.S.C. 5362						K16	3. See Table 14-L to translate codes into actual remarks.	
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM	Reg. 351.603		5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
5	Placement in lieu of separation when employee has no reduction-in-force assignment right	Employee is not entitled to grade retention		713	Change to Lower Grade, Level, or Band	N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102 , or agency specific) and specific authority for action (i.e., Reg. 351.201(b) , or agency specific)		1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
6	Placement resulting from contracting out of functions under OMB Circular A-76 when employee is not entitled to grade retention					PNR	Reg. 351.603 (A-76)			
7	Reclassification to lower grade due to the implementation of a new or revised OPM classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is under 5 U.S.C. ch. 75				VGP and VAJ	5 U.S.C. 5107 and 5 U.S.C. ch. 75	K23	2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Codes and corresponding remarks
8		Action is under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75				VGP and VHJ	5 U.S.C. 5107 and 5 U.S.C. 75 Eq			
9		Action is not covered by Rules 7 and 8				VGP and USM	5 U.S.C. 5107 and (Cite authority for action)			

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is under 5 U.S.C. ch. 75		713	Change to Lower Grade, Level, or Band	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27	1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable)
11		Action is under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75				VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass		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.	Jump to listing of Codes and corresponding remarks
12		Action is not covered by Rules 10 and 11				USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass		3. See Table 14-I to translate codes into actual remarks.	
13	An exception to competitive staffing procedures not covered under Rules 7-12					N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)		5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
14	Employee's request to be moved to a lower grade, level, or band position					N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)	M20		

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (see Note 4)			713	Change to Lower Grade, Level, or Band	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency-specific authority)	K43	1. When change to lower grade entitles employee to pay retention under 5 U.S.C. 5363 , follow instructions in this table. When a change to lower grade results in the employee being entitled to grade retention under 5 U.S.C. 5362 , see Table 14-I .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
16	An order of the Merit Systems Protection Board					VAA	5 U.S.C. 1204		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.	
17	Employee's unacceptable performance (when conduct is not a factor)	Action is under 5 CFR part 432				QGM	Reg. 432.101		3. See Table 14-I to translate codes into actual remarks.	
18		Action is under agency procedures equivalent to those required under 5 CFR part 432				QHM	Reg. 432.101 Eq		4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory/managerial position is a "740/Psn Chg;" see Table 14-I .	
19		Action is under 5 CFR part 752, subpart D				VWP	5 U.S.C. 7513		5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
20		Action is under agency procedures equivalent to those required under 5 CFR part 752, subpart D				VWR	5 U.S.C. 7513 Eq			

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	NOAC Is	NOA Is	Auth Code Is (See Notes 2 and 5)	Auth Is	Required Remarks (See Note 3)	Notes	Remarks
21	Selection from the agency's Reemployment Priority List			713	Change to Lower Grade, Level, or Band	NUM	Reg. 330.207		1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363 , follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362 , follow the instructions in Table 14-I . 2. In addition to any other authorities required by this table, you may cite "ZLM: Other Citation (law, E.O., or Reg.)" as a second authority when appropriate. 3. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
22	Selection from the agency's Career Transition Assistance Plan					ABR	Reg. 330.608			
23	Is not covered by Rules 1-22 and does not entitle employee to grade retention under 5 U.S.C. 5362	Action is under 5 U.S.C. ch 75				VAJ and N2M	5 U.S.C. 75 and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			
24		Action is under agency adverse action procedures equivalent to those required under 5 U.S.C. ch 75				VHJ and N2M	5 U.S.C. 75 and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			
25		Action is not covered by Rules 23 and 24				USM and N2M	(Cite agency auth for Chg to Lower Grade), and cite specific authority for action (i.e., Reg. 335.102 or agency specific)			

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

Notes and Remarks columns have been added.

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

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

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

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
8	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75	713	Change to Lower Grade, Level, or Band	VVJ and (same auth code as was used for appt)	5 U.S.C. 75 Reclass Eq and (same auth used for appt)	K27	1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" 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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF-59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks

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

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

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

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

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

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Rule	If the Basis of Action Is (See Note 1)	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Notes 2 and 4)	Required Remarks (See Note 3)	Notes	Remarks
19	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is under conditions not covered in Rules 17 and 18	713	Change to Lower Grade, Level or Band	USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)		1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J. 2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608" 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 as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or The Guide to Data Standards. If an SF-59 was obtained from OPM for the action, also include authority "ABM: SF 59 approved (date)." Cite ABM as the last authority. 3. See Table 14-L to translate codes into actual remarks 4. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58).	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks

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

Notes and Remarks columns have been added.

Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Psn Chg	N2M and RJM	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority), and Reg. 536.202(a)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
2		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45	2. Use Nature of Action 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.	
3	Reclassification to lower grade due to implementation of a new or revised OPM classification or job grading standard or classification guide	Action is the initial demotion				VGP	5 U.S.C. 5107	K23, X37, X61, and X45	5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	
4		Action is a subsequent demotion during grade retention period						K23, X37, X38, X61, and X45		
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 2)	Action is the initial demotion				N2M and VQJ	Cite specific auth for action (i.e., Reg. 335.102 , or agency-specific auth), and 5 U.S.C. 5362(b)	X37, X61, and X45		
6		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		

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

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Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
7	Reduction in force when employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion		740	Psn Chg	PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58) .	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
8		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion				N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102 , or agency-specific authority), and cite specific authority for action (i.e., Reg. 351.201(b) , or agency-specific authority)	X37, X45, and X61		
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61		
11	Contracting out of functions under OMB Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion				PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45		
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45		

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

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Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
13	Movement of employee as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention		740	Psn Chg	L9M	Cite specific authority for action (i.e., Reg. 315.907 , or an agency specific-authority)	X37, X61, and X45	1. See Table 14-L to translate codes into actual remarks. 3. Document as a detail a temporary or time-limited assignment to a position at the same grade as that of the position the employee occupies.	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3 of this table)	Agency's Reemploy-ment Priority List	741	Psn Chg NTE (date)	NUM	Reg. 330.207	X37, X45, and X61	5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)	
15			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
16	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3)	Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan	740	Psn Chg	N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)			
17		Action is without time limitation								
18			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
19			Agency's Reemploy-ment Priority List			NUM	Reg. 330.207			

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

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Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
20	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4)	Action is without time limitation	Agency's Reemployment Priority List	740	Psn Change	NUM	Reg. 330.207	X65	1. See Table 14-L to translate codes into actual remarks. 4. When employee is moved to a position at a grade higher than the retained grade, document the action as a 702/Promotion or 703/Promotion NTE (date). 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
21			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
22			Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102 , or an agency-specific authority)			
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4)	Action is on a time-limited basis	Agency's Reemployment Priority List or Career Transition Assistance Plan	741	Psn Chg NTE (date)					
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
25			Agency's Reemployment Priority List			NUM	Reg. 330.207			
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Reemployment Priority List	770	Ext of Psn Change NTE (date)	NUM	Reg. 330.207	K12		
27			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
28			Sources <i>other than</i> the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)			

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

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Rule	If Basis of Action Is	And	And Selection Was From	Then NOAC Is	NOA Is	Auth Code Is (See Note 5)	Auth Is	Required Remarks (See Note 1)	Notes	Remarks
29	Extension of Position Change NTE	Competitive procedures were not used for this extension or for the initial Position Change Not to Exceed		770	Ext of Psn Chg NTE (date)	N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency-specific authority)		1. See Table 14-L to translate codes into actual remarks. 5. Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117-58)	Jump to listing of Remarks required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks

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

Notes and Remarks columns have been added.

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

Table 14-J: Position Change Actions in the Expected Service, Continued

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

Table 14-J: Position Change Actions in the Expected Service, Continued

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

Table 14-J: Position Change Actions in the Expected Service, Continued

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Rule	If Basis for Action Is	And	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is (See Note 1 and 6)	Required Remarks (See Note 2)	Notes	Remarks
15	Movement of an employee who is already on grade retention to a position at a grade below their retained grade when grade retention continues	Employee is serving under the VRA authority	Change is on a time-limited basis (see Note 4)	741	Psn Change NTE (date)	J8M	Pub. L. 107-288	X37, X61, and X45	1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite "ABR: Reg 330.608 " following the authorities required by this table and ZLM, if used. 2. See Table 14-L to translate codes into actual remarks. 4. Document as a <i>detail</i> a temporary assignment to a position at the same grade as that of the position the employee occupies. 5. When employee is moved to a position at a grade higher than the retained grade, the action is documented as a 702/Promotion or 703/Promotion NTE (date). 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 required in special situations (Use as many remarks as are applicable) Jump to listing of Codes and corresponding remarks
16		Employee is serving under the VRA authority	Change is made without time limitation	740	Psn Change	J8M	Pub. L. 107-288	X37, X61, and X45		
17	Employee who is on grade retention moves back to a position at their retained grade (see Note 5)	Change is made under the authority that was used for employee's appointment	Change is on a time-limited basis	741	Psn Change NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)			
18			Change is without time limitation	740	Psn Change			X36		
19		Employee is serving under the VRA authority	Change is on a time-limited basis	741	Psn Change NTE (date)	J8M	Pub. L. 107-288			
20			Change is without time limitation	740	Psn Change			X36		
21	To extend a position change NTE			770	Ext of Psn Change NTE (date)	(Same auth code as for the Psn Change NTE)	(Same authority as for the Psn Change NTE)			

Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable)Return to table [14-A](#), [14-B](#), [14-C](#), [14-D](#), [14-E](#), [14-F](#), [14-G](#), [14-H](#), [14-I](#), [14-J](#)

Notes column has been added.

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

Table 14-K: Remarks Required in Special Situations, Continued
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Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
12	Has satisfactorily completed training under an agreement that placed employee directly into the target occupation		E37	1. See Table 14-L to translate codes into actual remarks.
13	Is changing position title, series, or grade	Change is a result of a position survey	K27	
14		Change is a result of a change in classification standards	K23	
15	Requests a reassignment to a position with less promotion potential or requests a change to lower grade, level, or band		M20	
16	Is being repromoted to a grade not above that from which downgraded	The downgrade was not from personal cause or at the employee's request	K17	
17	Is in the excepted service	Has been selected for the position under an agency merit promotion or merit staffing program	K12	
18	Was selected for reassignment without regard to agency's merit staffing and merit promotion requirements	Position for which selected is at the full performance level or band (i.e., position is not at a grade below the target grade of an established career ladder or training program and/or otherwise being filled at a grade below the full performance level grade of the position)	K18	
19	Is in the competitive service	Position to which employee is being assigned has promotion potential	K20	
20	Has been serving on a Promotion NTE		K16	
21	Has been serving on a Position Change NTE		K50	
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05	

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

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Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45	1. See Table 14-L to translate codes into actual remarks.
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49	
27		Pay retention entitlement is terminated	X42 and X49	
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20	
29		Action results in termination of pay retention benefits	X42 and M20	
30			M20	
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35	
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41	
33			X40	
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01	
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02	
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	
37	Will receive payment for AUO as part of their total salary		P81	

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

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Rule	If the Employee	And	Then Code for Remark Is (See Note 1)	Notes
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46	1. See Table 14-L 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 Return to In-Person Work effective 01/20/2025<		>F15<	

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

Notes column has been added.

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

Table 14-L: Codes and Corresponding Remark, Continued

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Remark Code	Then the Remark Is
K60	Action is in lieu of RIF separation of employee retained under temporary exception.
M20	Action at employee's request.
P01	Previously employed at (pay plan; grade, level, or band; rate).
P05	Special rate under 5 U.S.C. 5305 .
P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level, or band; and step if applicable).
P19	Salary includes WGI for which employee became eligible on (date).
P72	Salary in block 20 includes supervisory differential of \$_____.
P81	Salary in block 20 includes AUO of \$_____.
P83	The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.
P99	Salary in block 20 includes availability pay of \$_____.
X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X40	Employee is entitled to pay retention.
X41	Salary is 150% of maximum rate of grade to which assigned.
X42	Pay retention entitlement terminated.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, promotion, and training eligibility.
X49	Change to lower grade, level or band is for personal cause.
X61	Retained grade will not be used for purposes of reduction in force.
X65	Grade retention entitlement is terminated.

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

Natures of Action 430, 450, >451<, 452, 460, 471, 473, 480, 772, 773

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1. Coverage

This chapter covers furloughs, and extensions of furloughs, placements in leave without pay status and extensions of leave without pay, suspensions, >written warnings and civil penalties under [Section 9204 of title 5, U.S. Code](#) ≤, placement of seasonal employees in nonpay and nonduty status at the end of a peak workload period, sabbaticals for employees in the Senior Executive Service, and absent-uniformed service actions ([38 U.S. Code, chapter 43](#)).

It does not cover:

- Changes to service computation dates for leave, when time in a nonpay status exceeds six months during a calendar year. (See Chapter 6 for instructions.)
- An employee using annual or sick leave. No personnel action is required to document use of annual leave or use of sick leave.
- Recording of absence without leave, an absence for which the employee did not receive approval. An [SF-50](#) is not required to document absence without leave.

2. Definitions

- a) **Furlough** is the placement of an employee in a temporary nonpay and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.
- b) **Suspension** is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.
- c) >**Written warning** is a document filed in the employee's official personnel record that includes a description of the violation of [Section 9202 of title 5, U.S. Code](#) and the additional penalties that may apply for subsequent violations.<
- d) >**Civil penalty** means a monetary penalty imposed on an employee when it has been determined the employee has violated [Section 9202 of title 5, U.S. Code](#).<
- >e)< **LWOP (leave without pay)** is a temporary nonpay status and nonduty status (or absence from a prescheduled tour duty) granted at the employee's request.

>f)< **Absent - Uniformed Service** employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act ([USERRA – 38 U.S. Code, chapter 43](#)).

>g)< **Seasonal employee** is one who works on an annual recurring basis and for less than 2,080 hours per year.

>h)< **Sabbatical** is an absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience.

3. Selection of Legal Authority

- a) **Meaning of “equivalent to CS Regs.”** For some actions covered by this chapter, the legal authority you place on the action indicates it is being taken under Civil Service laws or regulations, under agency procedures that are similar or equivalent to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under “[5 U.S.C. 75](#)” (chapter 75 of title 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to [5 U.S.C. 75](#) (“5 U.S.C. Eq”), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures, or the employee who is the subject of the action is not covered, your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effect the action.*
- b) **Actions for Which the Agency Must Select the Authority.** For some actions covered by this chapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, ask the personnel specialist who approved the action how that action was handled:

- i) If a specific law, Executive Order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the [SF-50](#), along with the legal authority code shown in the table.
- ii) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference in the authority block on the [SF-50](#) along with the legal authority code shown in the table. If the action is being taken under "[5 U.S.C. 75](#)" (chapter 75 of title 5 of the U.S. Code, "Adverse Actions").
- iii) 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 the Office of Personnel Management) instead of the authority and code shown in this chapter.
- iv) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1)-(2) above, show in the authority block on the [SF-50](#) "[5 U.S.C. 302](#)", along with the legal authority code shown in the table. ([5 U.S.C. 302](#)) is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it only when no other authority is appropriate for the action being processed.

4. When to Process an Action

a) Process a personnel action for:

- Leave without pay of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
- Leave without pay for uniformed service that is not subject to the provisions of [38 U.S.C. 4301](#) et. seq.
- Leave without pay subject to the Intergovernmental Personnel Act
- Leave without pay, not described above, that is scheduled for more than 30 days.
- Suspension that is scheduled for one day or more.
- Furlough that is scheduled for one day or more.

- Placement in nonpay status actions for seasonal employees.
- Placement in Absent - Uniformed Service status.
- Sabbatical.

Use job aid, **Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status >and Documentation of Written Warnings<**, when documenting the actions above.

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aids

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

Step	Action
1	Compare data on the SF-52 submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
2	Use job aid, Effects of Nonpay Status , to identify actions necessary when an employee is placed in a nonpay status.
3	Use Table 15-A to select the nature of action and authority. Put them in blocks 5A-F of the SF- 52 .
4	Use Table 15-B to select remarks/remarks codes required by the Office of Personnel Management for the action. Enter them in Part F of the SF-52 . Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
5	Complete the SF-52 as required by instructions in Chapter 4 of this Guide. When a suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "suspension to be imposed on Monday - Wednesday of each week for a total of 45 days."
6	Follow your agency's instructions to obtain approval signature in Part C, block 2 of the SF-52 .
7	Follow instructions in Chapter 4 of this Guide to complete the SF-50 . Follow your agency's instructions to have it signed or authenticated.
8	Enter or update not-to-exceed date of action in any tickler system your agency uses. Use job aid, Effects of Nonpay Status , to identify any changes (for example, within-grade increase eligibility date) that will change as a result of the employee's nonpay status and make the necessary changes in your tickler system.
9	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.

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

7

Step	Action
10	Issue any notices required for the action, including the following if appropriate: —When the employee will be in nonpay status for more than 7 consecutive days, give the employee a completed SF-8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual's records are maintained. —When an employee enters active duty with the Armed Forces or another uniformed service: • provide the employee with information about any applicable restoration rights after service is completed and explain those rights or refer the employee to a specialist who can explain them. (See Uniformed Services Employment and Reemployment Rights Act (USERRA), as codified in 38 U.S. Code chapter 43 and regulated in 5 CFR part 353.) • if applicable, ask the employee to state in writing whether unused annual leave should be paid in a lump sum or held until employee returns. See 5 U.S. Code 5552 and 5 CFR 550.1203(c). • if the employee is a member of the Reserve or National Guard who is called to active duty, work with the employee to determine if they are covered by the reservist differential provision in 5 U.S. Code 5538 and, if they are covered, provide information about the program.
11	Follow your agency's instructions to distribute documentation of the personnel action.

Effects of Nonpay Status

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

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Initial Appointment Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.
Supervisory/Managerial Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.
Career Tenure	Any nonpay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)
Within-grade Increase General Schedule	Waiting Period/Nonpay Time Allowed • Waiting Period for Steps 2-3-4: 2 workweeks (80 hours for full-time employee) • Waiting Period for Steps 5-6-7: 4 workweeks (160 for full-time employee) • Waiting Period for Steps 8-9-10: 6 workweeks (240 for full-time employee)
Within-grade Increase Federal Wage System	Nonpay Time allowed: • Waiting Period for Step 2: 1 workweek (40 hours for full-time employee) • Waiting Period for Step 3: 3 workweeks (120 hours for full-time employee) • Waiting Period for Steps 4-5: 4 workweeks (160 hours for full-time employee)

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Federal Employees Group Life Insurance	For an employee in nonpay status, coverage continues at no cost for up to 12 months in nonpay status. However, if while in nonpay status the employee receives pay during any part of a pay period, the employee is not considered to be in nonpay status for FEGLI purposes. Coverage is terminated after employee has been in nonpay status for 12 months. Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months. If an employee is in active-duty military status while in civilian nonpay status, FEGLI coverage similarly continues at no cost to the employee for up to 12 months in nonpay status. However, per Section 1102 of Public Law 110-181 the employee may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums for Basic coverage and by paying the entire cost of Optional coverage. You must give the eligible employee an opportunity to elect the additional 12 months as soon as possible before or after the employee enters nonpay status, but no later than before the end of the first 12 months in nonpay status.
Federal Employees Health Benefits	You must give an employee who begins nonpay status an opportunity to elect to either: 1. terminate the enrollment, or 2. continue it and agree to pay the premium or incur a debt. If employee elects to continue the enrollment, it continues for up to 365 days in nonpay status. Previous periods in nonpay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium. See 5 CFR 890.303, 890.304, 890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook at FEHB Handbook. If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums.

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

Tables

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

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
1	Furlough on one or more consecutive or continuous days (see Note 7)	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)	7. Unlike an administrative furlough, agencies should not prepare an SF-50 (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing SF-50 documentation.	Jump to listing of additional remarks required for some actions.
2		The furlough is more than 30 calendar days, is not covered under Rule 1, and is effected under 5 CFR part 351			PNM	Reg. 351.603				
3		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75				
4		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a				
5		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)				

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

11

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
6	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on non-consecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and (see Table 15- B, rules 8 and 9)	Reason for furlough: (state reason).		Jump to listing of additional remarks required for some actions.
7		Is for more than 30 calendar days (or 22 workdays) and is effected under 5 CFR part 351			PNM	Reg. 351.603				
8		Is for 30 calendar days (or 22 workdays) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75				
9		Is for 30 calendar days (or 22 workdays) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)				
10		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a				

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

12

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

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

13

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

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

14

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

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

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

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

16

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
31	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101				Jump to listing of additional remarks required for some actions.
32		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81	3. Rule 32 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81 , subchapter I.	
33		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806				
34		LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position			DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)		

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

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Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
35	Leave without pay (LWOP)	Documents the beginning of LWOP to perform duty with the uniformed services when the employee <i>does not</i> have restoration rights under 38 U.S.C. 4301 et. seq. (i.e., rules 42 or 43 of this table are not applicable) (See note 6)	460	LWOP NTE (date)	DAM	Reg. 630.101			6. If an employee provides multiple military orders documenting continuous periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule is <i>not</i> applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD is not required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule 35 is immediately followed by NOAC 473 (or vice versa). Example: employee submits 3 military orders to agency documenting <i>continuous</i> military service that begins on 01/02/12 and ends on 12/31/12. Order #1 reflect rule 42 service from 01/02/12, to 02/15/12; order #2 reflect rule 42 service from 02/16/12, to 04/30/12; and order #3 reflect rule 43 service from 05/01/12 to 12/31/12. The employee uses paid leave during absence in 01/12, begins use of unpaid leave (LWOP) on 02/01/12, and returns to duty on 01/01/13. <i>Per rule 42, process NOAC 473, effective 02/01/12, to document the beginning of unpaid leave (LWOP).</i> This single personnel action documents the period of continuous service that is subject to rule 42 per orders #1 and #2. Additionally, process an NOAC 473 effective 05/01/12, to document the beginning of the employee's absence for the continuing service under order #3 as required by rule 43. An NOAC 292/RTD is <i>not</i> required between the back-to-back actions required per rules 42 and 43. On 01/01/13, process an NOAC 292/RTD.	Jump to listing of additional remarks required for some actions.

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

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Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
36	Leave without pay (LWOP)	LWOP, that is not covered by Rules 31 – 35, is scheduled to exceed 30 calendar days	460	LWOP NTE (date)	DAM	Reg. 630.101				Jump to listing of additional remarks required for some actions.
37	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104				
38					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)				
39	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)				
40	Sabbatical (see Note 4)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.	4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.	
41	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)		

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

19

Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
42	To document the beginning of unpaid leave of absence (LWOP) to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 , seq.	Service is not qualifying for reservist differential provision in 5 U.S.C. 5538	473	Absent – Uniformed Service (See notes 5 and 6)	Q3K	5 CFR part 353			5. Periods of Absent – Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 6. If an employee provides multiple military orders documenting continuous periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule is not applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD is not required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule 35 is immediately followed by NOAC 473 (or vice versa). Example: employee submits 3 military orders to agency documenting continuous military service that begins on 01/02/12 and ends on 12/31/12. Order #1 reflect rule 42 service from 01/02/12, to 02/15/12; order #2 reflect rule 42 service from 02/16/12, to 04/30/12; and order #3 reflect rule 43 service from 05/01/12 to 12/31/12. The employee uses paid leave during absence in 01/12, begins use of unpaid leave (LWOP) on 02/01/12, and returns to duty on 01/01/13. Per rule 42, process NOAC 473 effective 02/01/12, to document the beginning of unpaid leave (LWOP). This single personnel action documents the period of continuous service that is subject to rule 42 per orders #1 and #2. Additionally, process an NOAC 473 effective 05/01/12, to document the beginning of the employee's absence for the continuing service under order #3 as required by rule 43. An NOAC 292/RTD is not required between the back-to-back actions required per rules 42 and 43. On 01/01/13, process an NOAC 292/RTD.	Jump to listing of additional remarks required for some actions.

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

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Rule	If Action is	And	Then NOAC is	Nature of Action is	Authority Code is	Authority is	Required Remark Code is	And Remark is	Notes	Additional Remarks
43	To document the beginning of an employee's absence (whether in pay or nonpay status) to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service is qualifying for reservist differential provision in 5 U.S.C. 5538 (i.e., service is qualifying regardless of whether differential is actually payable)	473	Absent – Uniformed Service (See notes 5 and 6)	Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538			5. Period of Absent – Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 6. If an employee provides multiple military orders documenting continuous periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule is not applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD is not required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule 35 is immediately followed by NOAC 473 (or vice versa). Example: employee submits 3 military orders to agency documenting continuous military service that begins on 01/02/12 and ends on 12/31/12. Order #1 reflect rule 42 service from 01/02/12, to 02/15/12; order #2 reflect rule 42 service from 02/16/12, to 04/30/12; and order #3 reflect rule 43 service from 05/01/12 to 12/31/12. The employee uses paid leave during absence in 01/12, begins use of unpaid leave (LWOP) on 02/01/12, and returns to duty on 01/01/13. Per rule 42, process NOAC 473 effective 02/01/12, to document the beginning of unpaid leave (LWOP). This single personnel action documents the period of continuous service that is subject to rule 42 per orders #1 and #2. Additionally, process an NOAC 473 effective 05/01/12, to document the beginning of the employee's absence for the continuing service under order #3 as required by rule 43. An NOAC 292/RTD is not required between the back-to-back actions required per rules 42 and 43. On 01/01/13, process an NOAC 292/RTD.	Jump to listing of additional remarks required for some actions.

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

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Table 15-B. Additional Remarks Required for Some Placements in Nonpay >or< Nonduty Status**[Return to Table 15-A](#)**

Rule	If	And Employee	And	Then Required Remark code is	And Remark is	Notes
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:	
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (See Note 1)	1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
3	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. (If while in nonpay status you receive pay during any part of a pay period, you are not considered to be in nonpay status for FEGLI purposes). Contact your servicing Human Resources Office or see the FEGLI Handbook for detailed information. (See Note 3)	3. Do not use this remark when rule 35 of Table 15-A is applicable.
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule D work-study employee, whose appointment is at least one year in duration, and who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information. (See Note 3)	3. Do not use this remark when rule 35 of Table 15-A is applicable.

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

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Rule	If	And Employee	And	Then Required Remark code is	And Remark is	Notes
5	Nature of action code is 430, 450, 452, 460 471, or 472	Has Federal Employees Health Benefits Program coverage		B71	If you enter a leave without pay status or any other type of nonpay status or your pay is insufficient to cover your FEHB premium, then you must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information. (See Notes 2 and 3)	2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation. 3. Do not use this remark when rule 35 of Table 15-A is applicable.
6	Nature of action code is 473 or is 460 when rule 35 of Table 15-A is applicable	Has Federal Employees Health Benefits Program coverage		B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook for detailed information.	
7	Nature of action code is 473 or is 460 when rule 35 of Table 15-A is applicable	Has Federal Employees Group Life Insurance coverage		B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active-duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181 , you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook for detailed information.	

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

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Rule	If	And Employee	And	Then Required Remark code is	And Remark is	Notes
8	Nature of action code is 471	Has been informed of specific furlough date(s) and total number of hours		M73 (see Note 4)	To be furloughed on (list dates) for total of (number) hours.	4. If after NOAC 471 is processed there is a change in the dates on which a furlough will occur, a 002/Correction action is required and remark M73 must newly reflect the corrected dates.
9		Has been informed of the maximum hours for furlough but notification of specific furlough dates in their entirety are pending at the time the action is processed		M75 (see Note 5)	To be furloughed on discontinuous days between (beginning date of furlough period) and (ending date of furlough period) not to exceed a maximum of (number of hours) during the furlough period. You will be notified of the specific dates(s) that you will be furloughed during each pay period.	5. No additional personnel processing is required when the employee is notified of specific furlough dates.

[Return to Table 15-A](#)

Chapter 16: Return to Duty from Nonpay Status (Nature of Action 280 and 292)

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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

- a. This chapter covers actions that bring an employee back to pay status and duty after a 460/LWOP, 473/Absent-Uniformed Service, 430/Placement in Nonpay Status, 472/Furlough NTE, or a **>450/<**Suspension Action.
- b. This chapter does not cover return to duty from:
 - i. A brief period of leave without pay for which no Standard Form 50, Notification of Personnel Action, was processed; a Standard Form 50 for a return to duty is not needed in these cases.
 - ii. Other paid leave, such as annual leave granted for a vacation or sick leave. A Standard Form 50 is not issued for these purposes.
 - iii. Discontinuous furlough or discontinuous suspension; a Standard Form 50 for return to duty is not needed in these cases.

2. When to Process a Return to Duty

- a. You must process a return to duty action whenever an employee returns from a nonpay status that was documented by a Standard Form 50, except as noted in 1b(3) above and as referenced in Note 3 of Table 16-A. If an employee is approved leave through the Leave Transfer Program ([5 CFR 630.901](#)) while on leave without pay that was documented by a Standard Form 50, a return to duty action must be processed prior to placing that person on paid leave.

3. Instructions

- a. Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
- b. Use job aid, **Effect of Nonpay Status on Service Dates**, to decide if service dates will change due to the length of time the

employee was in nonpay status. If the service computation date for leave accrual (SCD-leave) will change, compute the new one and enter it in item 31 of the Standard Form 52 and in any suspense date system your agency maintains.

- c. Follow instructions in [The Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices](#) to take action on health benefits by which the employee was covered before the period of time in nonpay status began. Follow instructions in [The Federal Employees' Group Life Insurance - Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to take action if employee had life insurance coverage.
- d. Use Table 16-A to select nature of action and authority for the action and put them in blocks 5A-F of the Standard Form 52. 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 the office of Personnel Management) instead of the authority and code shown in this chapter.
- e. Use Table 16-B to select the remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
- f. If another action is effective on the same date as the return to duty, use the chapter that covers the second action to select the nature of action, authority and remarks for the second action. Document them in blocks 6A-F and Part F of the return to duty action or on a separate action. If both actions are documented on the same Standard Form 50, show in blocks 15-22 the position and pay to which the second action moves the employee.
- g. Complete Standard Form 52 as required by instructions in Chapter 4. Follow your agency's instructions to obtain approval signature in Part C, block 2 of the Standard Form 52.

- h. Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.
- i. Update any suspense dates in any reminder system your agency uses. These dates may include:
 - i. ending date for trial or probationary period;
 - ii. date for change in tenure action; or
 - iii. date eligible for within-grade increase.
- j. 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 Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
- k. Prepare and distribute required notices. Follow your agency's instructions to distribute documentation of the personnel action.

Outdated Reference Only
For Historical Reference Only
Do not process actions with this guide

Job Aid

Effect of Nonpay Status on Service Dates

Instructions: Use this table to determine whether time in nonpay status affects the employee's benefits or status. More than one rule may apply.

Rule	If time in nonpay status was more than (see note below)	Then	And you must
1	40 hours since last within-grade increase under the Federal Wage System 5 CFR 532.417(c)	Next Federal Wage System within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period, 120 hours for the step 3 waiting period, and 160 hours for the steps 4 and 5 waiting periods.
2	80 hours since last General Schedule within-grade increase 5 CFR 531.406(b)	Next General Schedule within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 80 hours for the steps 2, 3, and 4 waiting periods, in excess of 160 hours for the steps 5, 6, and 7 waiting periods, and in excess of 240 hours for the steps 8, 9, and 10 waiting periods.
3	22 workdays since initial probationary period began 5 CFR 315.802(c) and 317.503(d)(2)	Probationary/trial period completion (ending) date may be adjusted	Extend the completion date by the number of workdays in nonpay status in excess of 22.
4	22 workdays since supervisory/managerial probationary period began 5 CFR 315.802(c) and 317.503(d)(2)		
5	22 workdays since term appointment trial period began		

Rule	If time in nonpay status was more than (see note below)	Then	And you must
6	30 calendar days during the period of nonpay that ends with the return to duty or Placement in Pay Status action you are processing (5 CFR 315.201(b)(3)(ii)(A))	Career tenure due date must be adjusted	Compute a new date for completion of service for career tenure. Extend the completion date by the number of calendar days in nonpay status in excess of 30 for each period of absence.
7	6 months total in the calendar year 5 U.S.C. 6303(a) and (f) and 5 U.S.C 8332(f)	Service computation dates for leave accrual must be adjusted	Add to employee's current service computation date the amount of nonpay time in excess of 6 months in one calendar year. See Chapter 6 of this Guide.

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

Tables

Table 16-A: Documenting Return to Duty Actions

>Notes and Remarks columns have been added.<

Rule	If return to duty is from (see Note 1)	And	Then Nature of Action Code is	Nature of Action is	Authority code is	Authority is	Notes	Remarks
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR part 340	1. "If Return to Duty is From" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action.	Jump to Listing of remarks - (use as many remarks as applicable).
2	Absent - Uniformed Service (see Notes 2 and 3)	Employee is exercising restoration rights after serving on duty with the uniformed services and such service is not qualifying for reservist differential (5 U.S.C. 5538)	292	RTD	Q3K	5 CFR part 353	1. "If Return to Duty is From" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action. 2. Periods of Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing. 3. When an action required by Table 15-A/rule >41< is immediately followed by an action required by Table 15-A/>42< (or vice versa), an NOAC 292/RTD is not required between the two NOAC 473/Absent - Uniformed Service actions. Likewise, when an action required by Table 15-A/rule >34< is immediately followed by an action requiring an NOAC 473 (i.e., Table 15-A/rule >41 OR 42<), an NOAC 292/RTD is not required between the two actions (or vice versa).	Jump to Listing of remarks - (use as many remarks as applicable).

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

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

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

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Rule	If return to duty is from (see Note 1)	And	Then Nature of Action Code is	Nature of Action is	Authority code is	Authority is	Notes	Remarks
6	Furlough	Employee was furloughed for less than 30 days under circumstances not described in Rule 4	292	RTD	CGM	5 U.S.C. 552a(e)(5)	1. "If Return to Duty is From" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action.	Jump to Listing of remarks - (use as many remarks as applicable).
7	Suspension		292	RTD	CGM	5 U.S.C. 552a(e)(5)	1. "If Return to Duty is From" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action.	Jump to Listing of remarks - (use as many remarks as applicable).
8	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning	292	RTD	NYM	Reg. 334.101	1. "If Return to Duty is From" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action.	Jump to Listing of remarks - (use as many remarks as applicable).
9		Leave without pay was granted because of an on-the-job injury			Q3K	5 CFR part 353		Jump to Listing of remarks - (use as many remarks as applicable).

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

10

Rule	If return to duty is from (see Note 1)	And	Then Nature of Action Code is	Nature of Action is	Authority code is	Authority is	Notes	Remarks
10	LWOP	Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury	292	RTD	AQM	MSPB Directive-Inj	1. "If Return to Duty is from" column reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this Guide for information on those natures of action.	Jump to Listing of remarks - (use as many remarks as applicable).
11		Leave without pay was granted for other reasons not covered in Rules 7-9			DAM	Reg. 630.101		Jump to Listing of remarks - (use as many remarks as applicable).

Table 16-B: Remarks[Return to Table 16-A](#)

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

[Return to Table 16-A](#)

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

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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

- a) This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:
- 810—Change in Differential
 - 818—Administratively Uncontrollable Overtime
 - 819—Availability Pay
 - 866—Termination of Grade Retention
 - 888—Denial of Within-grade Increase
 - 890—Miscellaneous Pay Adjustment
 - 891—Performance-based Pay Increase Provided on Regular Cycle
 - 892—Performance-based Pay Increase Provided on Irregular Basis
 - 893—Within-range Increase Provided on Regular Cycle
 - 894—General Market or Structural Pay Adjustment
 - 896—Group-based Pay Increase
 - 897—Within-range Reduction
 - 899—Step Adjustment
- b) See Chapter 31 for processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see Chapter 14 for position or grade changes; and see Chapter 29 for changes in bonuses, awards, or other incentives.

2. Definitions

- a) **Adjusted basic pay** is the sum of an employee's rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under [5 CFR part 531, subpart F](#), and any special rate supplement under [5 CFR part 530, subpart C](#).
- b) **Administratively Uncontrollable Overtime (AUO)** pay is calculated as an increment of up to 25 percent of basic pay (including any locality

payment or special rate supplement) paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

- c) **Availability pay** is a special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the [Fair Labor Standards Act](#) and may not receive administratively uncontrollable overtime pay.
- d) **Denial of Within-grade Increase** means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.
- e) **Domestic Employee Teleworking Overseas (DETO)** is U.S. Government Civil Service or Foreign Service employee assigned to a domestic position who is approved to telework from an overseas location for a limited period of time.
- f) **GM Within-grade Increase** is an agency awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of [Public Law 103-89](#).
- g) **Grade Retention** entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which the employee was reduced.
- h) **Locality payment** means a locality-based comparability payment under [5 U.S.C 5304](#) or equivalent payment under another authority.
- i) **Pay Adjustment** (as used in this Guide)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also considered a pay adjustment.

- 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.

- q) **Step Adjustment** means a change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00) equal to the employee's former step rate.
- r) **Supervisory Differential** the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.
- s) **Within-range Increase (WRI)** is an increase in an employee's rate of basic pay within the pay range for the employee's grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). A GS within-grade increase (WGI) is one type of within-range increase.

3. Use of SF-52

- a) The [SF-52](#) is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either an [SF-52](#) or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action

Usually, personnel actions for pay and step changes will use an [SF-50](#). However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the [Enterprise Human Resource Integration Data](#) repository. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document, or an

agency issuance described in Chapter 4, section 7. Either [SF-50](#) or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a) **A copy of the new pay schedule** containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b) **A computer printed notice**, showing:

- Name of employee
- Pay System
- Grade
- Step
- New rate
- Effective date of new rate
- Authority for change and date of authority
- Social Security Number

5. Actions for Absent Employees

a) Employees who are in nonpay status:

- i) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:
- pay adjustment to effectuate an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment
 - pay adjustment to implement, change, or discontinue a special rate
 - termination of grade retention at the expiration of the employee's 2-year period of grade retention
 - pay adjustment resulting from the termination of grade retention
 - within-range increase for which employee became eligible before a period of nonpay status began
 - within-range increase for which employee becomes eligible during a period of nonpay status that is creditable for within-range increase purposes.

- ii) Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the return to duty personnel action and enter in the Remarks section on that action P09—"Pay or step adjusted (date) by (authority)."

b) **Employees who have separated to enter on active military**

duty—prepare the pay adjustment or step change [SF-52](#), showing the date on which, the action is due, and file it on the right (permanent) side of the employee's Official Personnel Folder. Wait to prepare and distribute the [SF-50](#) until the employee exercises restoration rights, moving the [SF-52](#) to the (temporary) side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the [SF-52](#) from the Official Personnel Folder.

c) **Employees who have transferred to international**

organizations—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a [SF-52](#) to record the action. File one copy on the right (permanent) side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while the employee serves with the international organization. Note the pay or step change on the [SF-52](#) that is used to process the reemployment action with remark P06—"Pay rate includes WGI's or other rate changes to which employee would have been entitled had the employee remained continuously in Federal service."

6. Actions for Employees with Terminating DETO Agreements

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

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

Step 2: Determine whether the position to which the employee is placed after the DETO agreement ends would entitle them to locality pay under [5 U.S.C. 5304](#).

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

You may process these actions on the same [SF-52/50](#) by documenting the Step 1 action on blocks 5A-5D of the forms and the Step 3 action on blocks 6A-6D. If you choose to use a single form to document both actions, be sure to use both remark codes P23 and P24 on the [SF-50](#).

If you process these actions on separate forms, be sure to sequence the Step 1 action before the Step 3 action on the same effective date so the employee's records reflect ongoing entitlement to locality pay under [5 U.S.C. 5304](#) and not DETO guidelines.

To learn more about DETO pay-setting, read OPM's [Guidance: Domestic Employees Teleworking Overseas](#).

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

Step	Action
1	Use the below information and applicable pay plan to select the nature of action and authority: Pay Plan and Table to Reference - General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code), law enforcement officers at grades 3-10 (GL pay plan code), ~~and wildland firefighters at grades 1-15 (GW pay plan code),~~ but excluding physicians, podiatrists, and dentists receiving title 38 market pay (GP or GR pay plan code) – Reference Table 17-A - Senior Executive Service Pay System – Reference Table 17-B - Prevailing Rate Systems – Reference Table 17-C - Other Pay Systems (including General Schedule physicians, podiatrists, and dentists with GP or GR pay plan code) – Reference Table 17-D Enter nature of action and authority in blocks 5A-F of the SF-52 or in the appropriate place on the agency form used to request and approve the action. 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.
2	Use Table 17-E to select remarks required by OPM for the action as necessary and enter them in Part F of the SF-52 or in the appropriate place on the agency form used to request and approve the action. Also enter any additional remarks that are required by your

Step	Action
	agency's instructions or that are necessary to explain the action.
3	Complete the SF-52 as required by instructions in Chapter 4 of this Guide; follow your agency's procedures to complete an agency request document.
4	Follow your agency's procedures to get the approval signature on the SF-52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in differential that results from a statutory or regulatory change in rates or an Executive Order.
5	Follow instructions in Chapter 4 of this Guide to complete the SF-50 . The SF-50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which an SF-50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.
6	Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses. These dates include: — date eligible for next within-range increase, — grade retention expiration date, and — date on which next performance determination must be made (when within-range increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	Reserved
9	Follow your agency's instructions to distribute documentation of the personnel action.

Tables

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

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
1	Within-grade increase based on employee's meeting length of service and performance requirements (See note 1)	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	893	Reg WRI	Q7M	Reg. 531.404 (See note 6)	1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA 893) in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89		
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	888	Denial of WGI (See note 2)	Q5M	Reg. 531.409 (See note 6)	2. Show in "To" block of SF-52/50 the step and salary currently held by the employee. Do not show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89 . Make action effective the date when the increase would have been effective.	
4		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89		
5	Quality increase based on employee's high-quality performance		892	Irreg. Perf Pay	RBM	Reg. 531.501 (See note 6)	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 P.L. 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (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 Table 17-D for these employees.	
6	Pay adjustment effective under 5 U.S.C. 5303		894	Gen Adj	QWM and ZLM	Reg. 531.207 and (Cite E.O. that established new rates)		
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of employee's existing pay retention entitlement	894	Gen Adj	QJP (See note 8) and ZLM	Reg. 530.322(c) and (Cite OPM issuance that published new rates)	6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 U.S.C. 5362(c) .	
8		Employee is not entitled to pay retention			QHP (See note 8) and ZLM	Reg. 530.322(a) and (Cite OPM issuance that published new rates)		

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

12

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	P.L. 101-509, Sec. 403	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (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 Table 17-D for these employees. 4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13. 6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 U.S.C. 5362(c) . 7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 U.S.C. 5363(a) . 8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305 . >11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	Jump to listing of Remarks (Use as many remarks as are applicable)
10	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is eligible for pay retention. (See rule 27 for an employee who meets the first condition, but not the second condition – e.g., employee ineligible for pay retention because of temporary or term appointment.) (See rule 28 in the case of an employee whose special rate entitlement is terminated due to entitlement to a higher rate of pay – e.g., locality rate becomes higher than special rate.)	Employee's existing special rate is equal to one of the rates in the new highest applicable rate range for the employee's grade or level	899	Step Adj	QKP (See note 8) and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)		
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	Reg. 530.323 and (Cite OPM issuance that published new rates)		
12		Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level.	890	Misc. Pay Adj	QLP (See note 8) and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)		
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc. Pay Adj	QUA and QUM	Reg. 531.241 and 531.242		
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

13

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
15	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (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 Table 17-D for these employees. >11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	Jump to listing of Remarks (Use as many remarks as are applicable)
16		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363		
17		Employee is entitled to a rate of basic pay that is equal to or higher than the employee's existing rate, which rate can be accommodated within the range of the employee's grade						
18	Termination of grade retention with no further grade or pay retention entitlement	Employee declined a reasonable offer			VNJ	5 U.S.C. 5362(d)(3)		
19		Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)		
20		Employee failed to comply with agency's priority placement program's requirements			RLM	Reg. 536.207(b)(2)		
21	Termination of pay retention because employee declined a reasonable offer		890	Misc. Pay Adj	VTJ	5 U.S.C. 5363(e)(2)		
22	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 U.S.C. 5363 (See 5 U.S.C. 5363(e)(2)) >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

14

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
23	Establishment, change in percentage, or termination of locality-based comparability payment. >See note 11<		894	Gen Adj	VGR	5 U.S.C. 5304	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (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 Table 17-D for these employees.	Jump to listing of Remarks (Use as many remarks as are applicable)
24	Establishment, change in percentage, or termination of supervisory differential		810	Chg in Diff	VPH	5 U.S.C. 5755		
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151		
26	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a	8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305 .	
27	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is not eligible for pay retention (e.g., employee with temporary or term appointment)	Employee is not entitled to pay retention under 5 CFR part 536	894	Gen Adj	QLM (See note 8) and ZLM	Reg. 530.323(c) and (Cite OPM issuance that published new rates)	>11. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	

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

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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 5 U.S.C. 5305(h).) (It is possible that the special rate range or schedule that formerly applied to employee may be discontinued at the same time; however, rules 10-12 and 27 do not apply, since the special rate is not the employee's highest pay entitlement.)	Special rate is terminated because the employee is entitled to a higher rate of basic pay			ZLM And QUB (See note 8)	Other citation (Law, E.O, Reg.), and Reg. 530.303(d)	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 Public Law 103-89 (GM pay plan code), (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code), >and (3) receiving wildland firefighter special base rate at grades 1-15 under 5 U.S.C. 5332a 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 Table 17-D for these employees.	Jump to listing of Remarks (Use as many remarks as are applicable)
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: VLJ/5 U.S.C. 5362(c) . 7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 U.S.C. 5363(a) . 8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305 .	
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 Guidance: Domestic Employees Teleworking Overseas - Locality Pay . 10. As section 9717 of P.L. 117-263 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 Return to In Person Work effective 1/20/2025.<	

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

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

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

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
1	Receives a within-grade increase		893	Reg WRI	VUL	5 U.S.C. 5343(e)(2)	1. Be sure to change the step to "00" and to change the Pay Rate Determinant (PRD). 2. If employee is entitled to grade retention, VLJ/5 U.S.C. 5362(c) may be cited as the second authority. 3. If employee is entitled to pay retention, VSJ/5 U.S.C. 5363(a) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		890	Misc. Pay Adj	FEM	Reg. 532.405		
3	Occupies a position in a wage area that is consolidated with another wage area		894	Gen Adj	FTM	Reg. 532.415(a)		
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251		
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253		
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (See note 1)	FNM	Reg. 532.415(c)		
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	890	Misc. Pay Adj	RJR	Reg. 536.304(b)(1)		

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

18

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Gen Adj	FNM	Reg. 532.415(c)	2. If employee is entitled to grade retention, VLJ/5 U.S.C. 5362(c) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362	3. If employee is entitled to pay retention, VSJ/5 U.S.C. 5363(a) may be cited as the second authority.	
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363		
11		Employee is entitled to a rate of basic pay that is equal to or higher than their existing rate, which rate can be accommodated within the range of the employee's grade			VNJ	5 U.S.C. 5362(d)(3)		
12	Is subject to termination of grade retention because employee declined a reasonable offer							
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 U.S.C. 5362(d)(4)		
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	Reg. 536.207(b)(2)		

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

19

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
15	Is subject to termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 U.S.C. 5363(e)(2)	2. If employee is entitled to grade retention, VLJ - 5 U.S.C. 5362(c) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 U.S.C. 5363 (e.g., see 5 U.S.C. 5363(e)(2))		894	Gen Adj	ZLM	Other citation (Law, E.O, Reg.)	3. If employee is entitled to pay retention, VSJ - 5 U.S.C. 5363(a) may be cited as the second authority.	
17	Has rate of basic pay adjusted as a result of the termination of grade retention		890	Misc Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)		
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)		

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

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

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
1	General market or structural pay adjustment (including employee pay adjustment linked to rate range adjustment; labor market adjustment; and establishment of or adjustment to basic pay supplement based on location, occupation, or other factors)	(See note 2 and 5)	894	Gen Adj	ZLM	Other Citation (Law, E.O., Reg).	1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan. 2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment. However, if a zero pay adjustment at the time of an increase in the pay range minimum causes an employee's rate of basic pay to fall below that range minimum, an 800 action must be processed to document the change to pay rate determinant code "T", consistent with rule 7 of Table 28-A in Chapter 28 (refer to note 4 for guidance on documenting zero pay adjustments for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions). 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.	Jump to listing of Remarks (Use as many remarks as are applicable)

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

21

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
2	Within-range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successful or higher get the same within-range increases on same regular cycle (See note 3)	893	Reg WRI	ZLM	Other Citation (Law, E.O., Reg).	1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan. 3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. (Also See note 4). 4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increase on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero-pay adjustments meeting the requirement of 5 CFR 534.507(a)(2).	Jump to listing of Remarks (Use as many remarks as are applicable)

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

22

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
3	Performance-based pay increase provided on a regular cycle (e.g., annual, certain zero pay adjustments for SL and ST employees, etc.) (See note 4)	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)	1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan. 4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero pay adjustments meeting the requirement of 5 CFR 534.507(a)(2). 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.	Jump to listing of Remarks (Use as many remarks as are applicable)
4	Performance-based pay increase provided on an irregular basis (See note 5)		892	Irreg. Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)		

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

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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).	1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan. 5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(q) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee. 6. Refer to OPM's Guidance: Domestic Employees Teleworking Overseas – Locality Pay. 7. As section 9717 of P.L. 117-263 changes the authority under which DETO employees receive locality pay, NOAC 894/LAC Z2Y must be used to process the action, regardless of whether the locality payment amount changes or remains the same. 8. >Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.<	Jump to listing of Remarks (Use as many remarks as are applicable)
6	Reduction in an employee's base rate of pay within a salary range based on unacceptable performance and/or conduct		897	Pay Reduction	ZLM	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 (See notes 1 and 5)		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)		
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a		
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151		
11	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (DETO) (See Notes 6, 7 >and 8<)		894	Gen Adj	Z2Y	P.L. 117-263, Sec. 9717 - DETO Locality Payment.		

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

*Use as many remark codes as apply

Return to table [17-A](#), [17-B](#), [17-C](#), [17-D](#)

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

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

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Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
11		Employee is entitled to pay retention		X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.	
12		Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].	
13			Employee elected to terminate grade retention entitlement	X39	Employee elected to terminate grade retention entitlement.	
14		Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	
15			Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.	
16			No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
17			Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.	
18			Employee entitled to begin another period of grade retention	X37	Employee is entitled to retain grade of [pay plan and grade] through [date].	
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
				X61	Retained grade will not be used for reduction-in-force purposes.	
19		Employee becomes entitled to pay retention	Initial retained rate is equal to applicable cap - 150% of maximum rate for grade to which assigned or level IV of Executive Schedule	X41	Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates - 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule.	
20		Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(e)(2))	X42	Pay retention entitlement terminated.	

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

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Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
21		Action is terminating pay retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	
22		Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special rate under 5 U.S.C. 5305 .	
23				P07	Special rate table _____.	
24		Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.	
25			Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of \$__.	
26		Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.	
27		Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.	
28		Action is an 894/Gen Adj	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B) instead of locality payment.	
29			Rule 28 does not apply	P92	Salary includes a locality-based payment of ____% (in block 20B).	
30		Employee is subject to the post-employment restrictions under 18 U.S.C. 207(c) .		M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c) .	
31		Employee is a GS law enforcement officer entitled to special base rate at grades 3 through 10 (GL pay plan code)		P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.	

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

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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	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 (section 9717 of Public Law 117-263).	
33	payment for a Domestic Employee Teleworking Overseas (DETO)	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. (See note 1 and note 2)		P23	Employee is no longer entitled to locality pay in connection with a Domestic Employee Teleworking Overseas (DETO) Agreement.	1. See Section 6 of this chapter. If processing two General Adjustment actions, you may need to use both remark codes P23 and P24.
35		When an employee becomes entitled to locality pay upon the termination of their DETO agreement (processed as NOAC 894/LAC Z2Y) (See note 1)		P24	Employee is entitled to locality pay under 5 U.S.C. 5304 .	
>36<		>Change in pay due to Return to In Person Work effective 1/20/2025<		>N50<	>Change in pay due to Return to In-Person Work status.<	
>37<		>Employee is a GS wildland firefighter entitled to special base rate at grades 1 through 15 (GW pay plan code)<		>P31<	>Basic pay in block 20A is wildland firefighter special base rate, which is higher than normal GS rate.<	

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

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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.

Chapter 18. Exceptions to Reduction in Force Release

1. Coverage

- a. This chapter covers the temporary exception to the order of release from a competitive level in a reduction in force.

An agency will release a competing employee from a competitive level while retaining in that level another competing employee with lower retention standing only as authorized under [title 5 Code of Federal Regulation part 351](#). When it does so, the agency processes an "Exception to RIF Release" for the employee for whom the exception is made.

- b. This chapter does not cover:
 - i. The reduction in force separation that follows an exception to reduction in force release (see Chapter 31).
 - ii. The retirement that follows an exception to reduction in force release (see Chapter 30).
 - iii. Extension of an appointment to meet benefit eligibility when involuntary separation is under non-reduction in force circumstances.
 - iv. Extension of a temporary appointment (see Chapters 10 or 11, as appropriate).
 - v. Leave without pay granted during the period of the exception (see Chapter 15).

2. Documentation

- a. **Standard Form 52.** Use of the [>SF-52<](#), Request for Personnel Action, to process this action is optional. Follow your agency's instructions
- b. **Standard Form 50.** Use of the [>SF-50<](#), Notification of Personnel Action, to document this action is optional. Agencies may use the [>SF-50<](#) or some other method to notify the employee of this action (See Chapter 4, section 6).

- c. **Official Personnel Folder.** Documentation of this action is not authorized for long-term Official Personnel Folder retention. At their option, agencies may file documentation of this action among temporary documents on the left side of the Official Personnel Folder. A [>SF-50<](#) documenting an exception to reduction in force release should not be filed on the right side of the Official Personnel Folder.
- d. *****>Enterprise Human Resource Integration<.** These actions should be reported to the *****>[Enterprise Human Resource Integration \(EHRI\) Data Warehouse<](#).**

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Job Aid

Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release

Step	Action
1	Use Table 18-A to select nature of action and authority for the exception to reduction in force release. Use them to process the action. If the action being taken is under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.
2	Use the required remarks on the employee notification of this action. The remark codes are found in Table 18-A. Use Table 18-B to translate codes into actual remarks. Also use any additional remarks that are required by your agency's instructions or that are necessary to explain the action.
3	Determine the effect on health insurance coverage when leave without pay is granted. Follow instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.
4	Enter or update any suspense/reminder system your agency maintains so that you will be notified when the separation action needs to be processed.
5	Follow your agency instructions to handle any documents created in connection with this action.
6	Prepare and distribute required notices. If the employee will be in nonpay status for more than 7 consecutive days, issue a completed Standard Form 8, Notice To Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual records are maintained.

Tables

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

>Notes and Remarks columns have been added<

Rule	If the employee is retained	And the reason is	Then the NOAC is	Nature of Action is	Authority Code is	Authority is	Remark Code is (See Note 1)	Notes	Remarks
1	On Sick Leave at agency's discretion		755	Exception to RIF Release	PTR	Reg. 351.608(d)	M91	1. See Table 18-B to translate codes into actual remarks. 2. First retirement eligibility is when the employee becomes eligible for an immediate annuity under optional or discontinued service retirement, whichever occurs first.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	On Annual Leave at agency's discretion	To reach first retirement eligibility (See Note 2)			PTT	Reg 351.608(e)(1)	M90		
3	(agency is <i>not</i> covered by chapter 63 of title 5, U.S.C.)	To establish first eligibility to carry health benefits into retirement			PTS	Reg. 351.608(e)(1)			
4	On Annual Leave authorized as a mandatory exception (agency is covered by chapter 63 of title 5, U.S.C.)	To reach first retirement eligibility (See Note 2)			PTP	Reg. 351.606(b)			
5		To establish first eligibility to carry health benefits into retirement			PTU	Reg. 351.606(b)			
6	In duty, leave without pay, or leave status for up to 90 days	To continue an activity without undue interruption			PTM	Reg. 351.608(b)	M92		
7		For other reasons when a higher standing employee is not affected			PTK	Reg. 351.608(f)			

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

6

Rule	If the employee is retained	And the reason is	Then the NOAC is	Nature of Action is	Authority Code is	Authority is	Remark Code is (See Note 1)	Notes	Remarks
8	In duty, leave without pay, or leave status	To enable the agency to satisfy a Government obligation	755	Exception to RIF Release	PTL	Reg. 351.608(c)	M92	1. See Table 18-B to translate codes into actual remarks. 3. Liquidation situation exists when an agency will abolish all positions in a competitive area within 180 days.	Jump to listing of Remarks (Use as many remarks as are applicable)
9	To satisfy rights following restoration after military service				PTJ	Reg. 351.606(a)			
10	For more than 90 days to avoid undue interruption				PTH	Reg. 351.607			
11	In a liquidation situation: employees are released without regard to service date (See Note 3)				PTG	Cite specific authority for action (i.e., Reg. 351.605 , or an agency specific authority)	M93		

Table 18-B. Remarks

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

Chapter 19: Continuance NTE (Nature of Action 750)

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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.

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1. Coverage

- a. This chapter covers:
 - i. Actions that document waiver from mandatory separation, and
 - ii. Extension of the not-to-exceed (NTE) date of a previous waiver.

Mandatory ***>separation< is explained in [sections 8335 and 8425 of title 5, U.S. Code](#) and in [section 4052 of title 22, U.S. Code](#). [Table 19-A](#) lists the groups of employees who are subject to it.

- b. This chapter does not cover situations where an employee is reemployed immediately after retirement. In those cases, follow instructions in Chapter 30 to document the retirement. Then follow instructions in the appropriate appointment chapter (Chapters 9-13) to document the subsequent appointment action.

2. Instructions

- a. Compare data on the ***>[SF-52](#)<, Request for Personnel Action, submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.
- b. Use [Table 19-A](#) to select the nature of action and legal authority and enter them in blocks A-D of the ***>[SF-52](#)<. 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 the Office of Personnel Management) instead of the authority and code shown in this chapter.

Enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

- c. The effective date is the date following the date on which the employee would otherwise be >mandatorily< separated or the date following the not-to-exceed >(NTE)< date of the previous

continuance. The ***NTE date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.

- d. Fill in remaining blocks on ***>[SF-52](#)< as required by instructions in Chapter 4. Then follow your agency's instructions to obtain approval signature in Part C, block 2, of >the< ***>[SF-52](#)<.
- e. Follow instructions in Chapter 4 to complete the ***>[SF-50](#)<, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.
- f. Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include:
 - i. NTE date for continuance, or
 - ii. Date eligible for within-grade increase.
- g. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted or created in connection with the continuance 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.
- h. Distribute ***>[SF-50](#)< copies as appropriate.

Tables

Table 19-A. Documentation of Continuances

>Notes and Remarks columns have been added.<

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

Chapter 20: Name Change (Nature of Action 780)

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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 explains when and how to change the name documented on an employee's personnel records. More information on how an employee's name may be recorded on personnel records is found in Chapter 3 of this Guide.

Do not use this chapter to correct previous personnel actions that contain errors in the employee's name. Follow the instructions in Chapter 32 of this Guide to correct those actions.

2. Rules on Processing Name Changes

- a. **Mandatory changes.** The employing agency **must** accept and process an employee's request for change in name when:
 - i. the change results from marriage or;
 - ii. court action, such as a divorce or legal name change or any other reason.
- b. **Optional Changes.** The agency is under no obligation to process a name change that does not result from marriage or other court action. It **may** accept and process such a request only when the following conditions are met:
 - i. the laws of the employee's state of residence *do not* expressly provide that name changes can be accomplished only by court action;
 - ii. the agency has no reason to believe that the name change is being made by the employee with the intention of fraud or deceit; and,
 - iii. the employee expects to continue to use the new name on all employment and employment-related records, including social security records.
- c. **Acceptable proof that the name change is a proper action.** The agency may accept any document that gives reasonable assurance of the appropriateness of the action.

- i. When documentation used to support the determination that the name change is an appropriate action is retained, great care should be taken to ensure that very personal documents are not retained which may be sensitive to the employee, such as divorce decrees that list property settlements or visitation rights.
- d. **Effective date of a name change action.** The effective date of a name change is to be the date on which the [Standard Form 50](#), Notification of Personnel Action, is prepared. The action may be prepared on any date the agency chooses, as long as it is no earlier than the date of the event (marriage, divorce, etc.) that is the basis for the change. An agency may, for the convenience of its payroll office, make the change action effective at the beginning of a pay period; however, there is no requirement to do so.

3. Use of the Standard Form 52

Although the [Request for Personnel Action](#) is needed as the input document for many actions, its use for Name Change action is optional. The employee may use either a Standard Form 52 or a memorandum to submit a request for a name change.

When a memorandum is used, the personnel action may be prepared directly from the information in the employee's Official Personnel Folder (or the agency's automated processing system) and on the memorandum.

If agency procedures require the use of the Standard Form 52, it should be prepared in the requesting office.

4. Nature of Action and Legal Authority

Use >[Table 20-A](#) to document a Name Change action.< ***

Job Aid

Instructions on Processing Personnel Actions for Name Changes

Step	Action
1	Advise the employee that each State has laws on legal names and that a name change in the Official Personnel Folder is not a legal name change under State law.
2	Confirm that the employee has reported the name change to the Social Security Administration before the name change action is processed. Since a new card may not be issued prior to the timely processing of the name change action, an agency may accept the employee's assurances that the Social Security Administration was notified of the change.
3	If the action is due to a change in marital status: Refer to 5 CFR 870, subpart C, the employee may be eligible to make a change in health benefits. If eligible, advise the employee on agency procedures for making a change in coverage. >Refer to 5 CFR 870, subpart E, the employee may be able to make a change in life insurance. If eligible, advise the employee on agency procedures for making a change in coverage.< If the employee is already enrolled in a health benefits plan, advise the employee on agency procedures for changing the name with the health plan carrier. Advise the employee to review any designations of beneficiary filed under the old name to see if >they< want to make changes.
4	Follow instructions in Chapter 4, of this Guide, to complete the Standard Form 50 , Notification of Personnel Action. Follow agency instructions to have it signed or authenticated.
5	Record the new name on the label of the employee's Official Personnel Folder and on all the employee's other records, including agency locator files, etc.
6	Distribute copies of the Standard Form 50 as appropriate.

Table

Table 20-A. Name Change

>Notes column has been added<

<i>Nature of Action</i>	<i>Legal Authority</i>	<i>Notes</i>
780/Name Change from (previous name)	CGM/5 U.S.C. 552a(e)(5)	If due to space limitation an agency's automated system cannot accommodate the previous name in block 5-B, type in "see remark" where the previous name would have been shown. Then show the previous name in the Remarks Section of the personnel action (i.e., block 5-B would read "Name Change from (see remark)"; and block 45 remark would read "Previous name was Last name, First M.").

Chapter 21: Realignment and Mass Transfer (Nature of Action 132 and 790)

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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

- a. This chapter covers the actions taken to effect an agency realignment and the actions taken by the *gaining* agency to effect a mass transfer. The chapter covers actions for employees whose appointments are temporary as well as those whose appointments are non-temporary.
- b. This chapter does *not* cover:
 - i. Actions taken by the losing agency in a mass transfer (see Chapter 31);
 - ii. Actions that change the appointment on which the employee is serving (see instructions for appointments and conversions to appointment in Chapters 9-13);
 - iii. Movement of employee and employee's position to a new duty station when the move is *not* the result of a transfer of function or an organization change, e.g., when move is a part of a rotation program or the result of the agency moving to a different building in a different city in the same commuting area (see Chapter 23); or
 - iv. Assignment of a different agency management or budget code to the employee's organization or changing the name of the organization to which the employee is assigned, when no change in the function or in the employee's position, grade, salary, location, or agency code, occurs. These changes are not reported to the Office of Personnel Management and can be documented with an agency nature of action in the 900-series. (See job aid, [Sample Notice that Name of Organization has Changed](#), in this Chapter.)

2. Definitions

- a. **A realignment** is the movement of an employee and employee's position when:
 - i. ***>a transfer of function or an organization change occurs, and<

- ii. the employee stays in the same agency, *and*
- iii. there is no change in the employee's position, grade or pay. (Note: For changes in pay, including locality pay, see Chapter 17.)

Information on transfer of function and reorganization is in [5 CFR part 351, subpart C](#).

- b. **A mass transfer** is the movement of an employee with employee's position to a different agency when:
 - i. an organization change (such as a transfer of function) takes place, *and*
 - ii. there is no change in the employee's position, grade, or pay. (Note: For purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is *not* a change in pay.)

3. Use of the List Form of Notice

When a large number of employees are being affected by the realignment or mass transfer, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual [Standard Form SF-50s, Notification of Personnel Action](#). Refer to Chapter 4 of this **Guide** for instructions on preparing the list form.

4. Use of Agency Notices

Agencies may use any method that meets the conditions in Chapter 4, section 6, to notify employees of realignment actions. This is an additional agency option in lieu of the individual [SF-50](#), Notification of Personnel Action, or the list form of notice.

5. Use of the Standard Form 52

Although a [SF-52](#), Request for Personnel Action, is needed to process many actions, its use for realignments and mass transfers is not required in all cases. When the [SF-50](#), Notification of Personnel Action, is used to document the realignment or mass transfer and it can be prepared directly from the information in the

employee's Official Personnel Folder, your agency's automated personnel system, or directly from an alternative approving document, then a ***>[SF-52, Request for Personnel Action](#)< is not necessary.

Generally, a ***>[SF-52](#)< is used only when a few employees are affected by the realignment or mass transfer, especially when the requesting office is responsible for its preparation. If a list form of notice, or an agency issuance rather than the ***>[SF-50](#)<, is to be used, an alternative approving document is generally used instead of a ***>[SF-52](#)<.

When the ***>[SF-52](#)< is used, and prepared in the Personnel Office, it is used only as a working document. No requesting official signatures are needed.

6. Office that Issues the Standard Form 50 or List Form

- a. **Realignment.** When the employing office changes, the gaining office issues the ***>[SF-50](#)<, list form, or agency issuance.
- b. **Mass Transfer.** The gaining office issues the ***>[SF-50](#)< or list form for Mass Transfer. The losing agency issues the ***>[SF-50](#)< or list form for Termination—Appt in (agency) as required by Chapter 31.

7. Filing

Documentation of realignment actions is not authorized for long-term Official Personnel Folder retention. Agencies *may* file realignment documentation among temporary documents on the left (temporary) side of the Official Personnel Folder at their option. If the agency uses a ***>[SF-50](#)< to document the realignment, that form should not be filed on the right(permanent) side of the Official Personnel Folder.

8. Appointment Authority

The legal authority used to process a mass transfer is the authority for changing the agency. It does not affect the individual employee's appointment. The legal authority for a mass transfer should *not* be reported to Enterprise Human Resources Integration (EHRI) as the current appointment authority.

Job Aids

Instructions on Processing List and Other Agency Forms of Notice to Document Actions for Realignment and Mass Transfer

Step	Action
1	Review the document that authorizes the realignment or mass transfer to determine which employees are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office.
2	Follow instructions in Chapter 4, section 5, to prepare and distribute the list form or if using an agency issuance to notify employees of a realignment, follow agency instructions. Use Table 21-A to select the nature of action, authority, and remarks. In the case of a realignment action for an employee who is serving on a temporary assignment, asterisk or footnote the employee's name and cite the following remarks, as appropriate. <i>When temporary assignment is...</i> Promotion NTE (date) use: ***remark code M23 *** remark Continues 703 Promotion NTE (date) Position Change NTE (date) use: ***remark code M24 ***remark Continues 741 Position Change NTE (date)
3	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
4	Change any agency records (such as employee locator files) that reflect the organization.

Step	Action
5	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. See The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices .
6	Issue and distribute the list form to document the action.
7	
8	When the Personnel Office, the Payroll Office, or both change, complete the following additional actions. <i>When the Personnel Office Changes:</i> • Request the employee's Official Personnel Folder from the losing personnel office. When it arrives, file any documents submitted with, or created in connection with, the action, as appropriate. <i>When the Payroll Office Changes:</i> • If health benefits coverage continued, following instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.

Job Aid

Instructions for Processing the Standard Form 50, Notification of Personnel Action, for Realignment and Mass Transfer

Step	Action
1	Review the document that authorizes the realignment or mass transfer to determine which employees are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist. The authorizing document may be a ***>SF-52<, Request for Personnel Action, or it may be a document that is described in your agency procedures established for these types of personnel actions. If the authorizing document is other than the ***>SF-52<, check your agency's procedures to see whether a ***>SF-52< is required. If agency procedures require the use of the ***>SF-52<, check whether the office involved prepares the ***>SF-52< or if one is prepared in the Personnel Office. Use Step 1A If the office involved submits the ***>SF-52<. Use Step 1B If the Personnel Office prepares the ***>SF-52<. <i>Continued next page</i>

Step	Action
1	When the Standard Form 52 >SF-52< is used: <i>a. If the office involved submits the ***>SF-52<:</i> • Compare the data on it with last action in the employee's Official Personnel Folder to be sure it is correct. • Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the ***>SF-52<. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action. If the employee's duty station, location code, and/or agency code changes, enter the new data on the ***>SF-52<. <i>b. If the Personnel Office prepares the ***>SF-52<:</i> • Use Table 21-A to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the ***>SF-52<. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action. If the employee's duty station, location code, and/or agency code changes, enter the new data on the ***>SF-52<. • Fill in the remaining blocks of the ***>SF-52< as required by instructions in Chapter 4 of this Guide. Follow your agency's procedures to get the approval signature on the ***>SF-52<.
2	Follow the instructions in Chapter 4 of this Guide to complete the ***>SF-50<. Follow your agency's instructions to have it signed or authenticated.
3	Follow your agency's instructions to distribute the ***>SF-50< copies.

Step	Action
4	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
5	Change any agency records (such as employee locator files) that reflect the organization.
6	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. (See instructions on back of the Standard Form 2809, Health Benefits Registration Form.) Follow instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.

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Job Aid

Sample Notice that Name of Organization has Changed

Personnel Action Notification
(Approved SF 50 Exception)

Nature of Action Code and Action: 9XX Change in Organization Name

Effective Date: ***>10-02-2023<

Authority Code and Authority: ZLM/Director's Memorandum of ***>09-16-2023<

Effective this date the Advisory Services Division, Office of Workforce Information, is redesignated as the Workforce Records Management Division, Office of Workforce Information. Type of appointment, position, grade, salary, location code, agency code, and Personnel Office Identifier of employees who were assigned to the Advisory Services Office remain unchanged.

Robert N. Smith
Personnel Officer
DATE: ***>10-03-2023<

Table

Table 21-A. Documenting Realignments and Mass Transfers

>Notes and Remarks columns have been added.<

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

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

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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

a. This chapter covers:

- i. Change in Federal Employees' Group Life Insurance coverage, a change in an employee's life insurance coverage when no other change takes place on the same date; and
- ii. Election of full or partial living benefits by a terminally ill employee who wants to receive *** >their< basic benefits while *** >they are< still living, rather than having them paid to a beneficiary or survivor upon *** >their< death.

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

b. This chapter does not cover correction of an error. (See Chapter 32.)

2. Insurance Forms

- a. Standard Form 2817 > ([SF-2817](#)) <, Life Insurance Election, is used to elect, change, waive, or drop Federal Employees' Group Life Insurance coverage. Check the [FEGLI Handbook](#) to be sure the employee is eligible to make the election or change and to identify any other forms that are needed.
- b. [FE-8C](#), Explanation of Benefits, is used to document approval of the employee's claim for Living Benefits. The Office of Federal Employees Group Life Insurance sends the [FE-8C](#) to the personnel and payroll offices when the employee cashes or deposits the benefits check.

3. Use of Standard Form 52 > ([SF-52](#)) <

Use of a *** > [SF-52](#) < Request for Personnel Action, for change of Federal Employees' Group Life Insurance and election of Living Benefits actions is optional. The Standard Form > [SF-50](#) <, Notification

of Personnel Action, may be prepared directly from the information in your agency's automated system (or the employee's Official Personnel Folder) *and* the information on the [SF-2817](#) or the [FE-8C](#). If your agency procedures require a ***>[SF-52](#)<, either the employee's office or the personnel office may prepare it. When a ***>[SF-52](#)< is used, no requesting officials' signatures are needed.

4. Effective Dates>

Refer to the [FEGLI Handbook](#) to determine the effective date of a Federal Employees' Group Life Insurance election, cancellation, or termination. For an election of Living Benefits, the effective date is the date shown in remarks on the [FE-8C](#).

5. Instructions

- a. Use [Table 22-A](#) to select the nature of action and authority and enter them in blocks 5A-D of the ***>[SF-50](#)<. When the action is a change due to termination of coverage, refer to the FEGLI Handbook for instructions on information to provide the employee.
- b. Enter the ***>[SF-50](#)< effective date in block 4 of the ***>[SF-50](#)<.
- c. Use Table 22-B to select remarks to explain the action and enter them in block 45 of the ***>[SF-50](#)<.
- d. Follow instructions in Chapter 4 to complete the remaining blocks on the ***>[SF-50](#)<.
- e. Follow your agency's instructions to have the ***>[SF-50](#)< signed or authenticated.
- f. Follow your agency's instructions for distributing documentation of the personnel action.

Tables

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

>Notes and Remarks columns have been added.<

<i>Rule</i>	<i>If Employee</i>	<i>Then Nature of Action Code is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Notes</i>	<i>Remarks</i>
1	Elects, changes, waives, or drops Federal Employees' Group Life Insurance coverage	881	Change in FEGLI	DPM	5 U.S.C. Ch. 87	>Reserved for Future Use<	>Reserved for Future Use<
2	Elected Full Living Benefits	805	Elected Full Living Benefits				
3	Elected Partial Living Benefits	806	Elected Partial Living Benefits				

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

>Notes and Remarks columns have been added.<

Return to Table [22-A](#)

Rule	If	And	Then Remark Code is	And Required Remark is	Notes	Remarks
1	Employee's new Federal Employees Group Life Insurance code is <i>other than</i> "A" or "B"	Employee's work schedule is part-time	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.	>Reserved for Future Use<	>Reserved for Future Use<
2	Employee loses coverage because work schedule changes to intermittent		B46	SF-2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).		
3	Employee loses coverage because *** >the employee< has been in nonpay status for 12 months					
4	Employee has elected full Living Benefits		B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is \$00.00.		
5	Employee has elected partial Living Benefits		B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.		

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

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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

- a. This chapter covers a change in an employee's official duty station. A change in duty station occurs when an employee's current work site or station is moved to a new geographic location (a change in city/town, county, or State) and no other change occurs.
- b. This chapter does not cover:
 - i. a change in the geographical location of the organization to which the employee is assigned when the employee's work site or station does not change (e.g., when the area office to which the employee is assigned moves from New York City to Philadelphia, but the employee's work site remains in Trenton, NJ);
 - ii. a change in duty station when an employee's work site or station is moved to a new geographic location that causes the locality pay to change (see Chapter 17 for processing a change in pay);
 - iii. a change that results when an employee leaves one position in the agency to accept another position in that agency (see Chapters 9 through 14);
 - iv. a change in organizational relationships, such as when an employee's position is moved from branch A to branch B, or when the branch to which the employee is assigned is moved from Division C to Division D, with no change occurring in the employee's position title, grade, series, duties, or responsibilities (see Chapter 21); or
 - v. a change in the ceiling or personnel "slot" against which the employee is assigned, with no change occurring in the employee's position, title grade, series, duties, or responsibilities. (Your agency may use a 900-series nature of action to document such a change.)

2. Definitions

- a. **Duty station** is the governing city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.
- b. **Work site** of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency.

3. Determining Location of Work Site

The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties. For those employees with no fixed work site, the duty station will be determined by the employing agency. For example, the duty station of an investigator who works in the field may be the location of the office from which assignments are normally made. For an inspector, whose agency may require him or her to be on-site at many places, it may be his or her home. Agencies will also designate the duty stations of employees who work at installations, such as military bases, whose boundaries cross county or state lines.

4. Use of Standard Form 52

Although a [Standard Form 52](#), Request for Personnel Action, is needed to process many actions, its use for Change in Duty Station is not required in all cases. When the [Standard Form 50](#), Notification of Personnel Action, for the Change in Duty Station can be prepared directly from the information in the employee's Official Personnel Folder (OPF), your agency's automated personnel system, or directly from an alternative approving document, then a Standard Form 52 is not necessary.

Generally, a Standard Form 52 is used only when a few employees are affected by a change in duty station, especially when the requesting office is responsible for its preparation. If a list form of notice, rather than the Standard Form 50, is to be used, an alternative approving document is generally used instead of a Standard Form 52.

When the Standard Form 52 is used, and prepared in the Personnel Office, it is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

5. Nature of Action and Legal Authority

Use [Table 23-A](#) to document a change in Duty Station action.

Outdated
For Historical Reference Only
Do not process actions with this guide

Job Aid

Instructions for Processing Personnel Actions on Change in Duty Station

Step	Action
1	Review the document that authorizes the change in duty station to determine which employees are affected by the change and whether the change will place the employees under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist. The authorizing document may be a Standard Form (SF) 52, Request for Personnel Action, or it may be a document that is described in your agency procedures established for these types of personnel actions. If the authorizing document is other than a Standard Form 52, check your agency's procedures to see whether a Standard Form 52 is required. If agency procedures require the use of the Standard Form 52, check whether the office involved prepares the Standard Form 52 or if one is prepared in the Personnel Office. When a Standard Form 52 is Used <i>If the office involved submits the Standard Form 52:</i> • Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct. • Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required. • Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this Guide. • Follow your agency's procedures to get the approval signature on the Standard Form 52. <i>If the Personnel Office prepares the Standard Form 52:</i> • Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this Guide. • Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required. • Follow your agency's procedures to get the approval signature on the Standard Form 52.

Step	Action
2	Decide whether to use a Standard Form (SF) 50, Notification of Personnel Action, for each employee or a list form (see Chapter 4, of this Guide , for information on use of list forms).
3	Follow your agency's instructions to have the Standard Form 50, or list form, signed or authenticated.
4	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
5	Change any agency records (such as employee locator files) that reflect the organization.
6	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. (See instructions on back of the SF 2809.) Follow instructions in The Federal Employees Health Benefits Handbook .

Outdated
For Historical Reference Only
Do not process actions with this guide

Table

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

Nature of Action	Authority	Notes	Remarks
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 Return to In-Person Work effective 1/20/2025.<	>Q97 - Change in duty station due to Return to In-Person Work status when there is no change in pay.<

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

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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

a. This chapter covers:

- i. Change in work schedule — a change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules; and
- ii. Change in hours — a change in the total number of hours during that day that a part-time employee is scheduled to work.

b. This chapter does *not* cover:

- i. A change in work schedule that will be effective for no more than one pay period (e.g., when a student's schedule is changed to full-time for one pay period at Christmas or during spring vacation);
- ii. A change in employee's tour of duty (a change in the hours of the day or the days of the week during which the employee will work) when there is no change in either the work schedule or the total hours the employee will work; or
- iii. A change in hours for a part-time employee that will be effective for no more than two pay periods. If your agency wishes to record such changes on a Standard Form [SF-50](#);
- iv. , Notification of Personnel Action, use a 900 series (agency-use) nature of action.

2. Definitions

a. **Work schedule** is the time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent:

- i. **Full-time** usually requires an employee to work 40 hours as prescribed by the administrative workweek for that particular employment group or class;

- ii. **Part-time** requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty; or
 - iii. **Intermittent** describes service performed without a regularly scheduled tour of duty.
- b. **Seasonal employee** is one who works on an annually recurring basis for periods of less than 12 months each year.

3. Instructions

- a. Compare data on the Standard Form [SF-52](#), Request for Personnel Action, submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.
- b. Follow the instructions in [Table 24-A](#) and [24-B](#) to determine the actions needed and the nature of action and authority to be entered in blocks 5-A through 5-D to document the change.
- c. When employee is changing from intermittent to full-time or part-time:
 - i. If ***>they< had FICA coverage (retirement code 2), check Chapter 10 of [The CSRS and FERS Handbook](#) to determine if employee will be covered by the Civil Service Retirement System or the Federal Employees Retirement System as a result of the new work schedule. If retirement coverage changes, follow instructions in Chapter 28 to document an 803/Change in Retirement Plan action. Document the 803 action in blocks 6A-6D and 45 of the change in work schedule action or on a separate ***>[SF-50](#)<, Notification of Personnel Action.
 - ii. If ***>if they were< ineligible for health benefits coverage, check [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) to determine if employee will be eligible for health benefits as a result of the new work schedule. If so, follow instructions in

the Handbook to advise the employee on correct enrollment procedures.

- iii. If ***>if they were< ineligible for life insurance coverage, check [the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to determine if employee will be eligible for Federal Employees Group Life Insurance coverage as a result of the new work schedule. If so, follow instructions in the **Handbook** to advise the employee on entitlements and options. Refer to Chapter 22 of this **Guide** to document an 881/Change in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Change in Work Schedule action or on a separate ***>[SF-50](#)<.
- d. Use [Table 24-C](#) to identify the 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 the remarks codes/remarks required for any other action processed on that ***>[SF-52](#)< as well as those required by your agency's instructions or that are necessary to explain the change in work schedule or change in hours.
- e. Fill in remaining blocks on ***>[SF-52](#)< as required by instructions in Chapter 4 of this **Guide**.
- f. Follow instructions in Chapter 4 of this **Guide** to see how the ***>[SF-50](#)< should be completed. Follow your agency's instructions to have it signed or authenticated.
- g. 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.
- h. Prepare and distribute required notices: Follow your agency's instructions to distribute documentation of the personnel action.

Tables

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (See Note)	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Process the Change in Work Schedule action, showing the new work schedule in block 32 of the Standard Form 52/50.	If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.	1. Check The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this Guide to process a "Change in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Work schedule changes from intermittent to full-time or part-time		Process a Change in Work Schedule action. Enter "781/Chg in Work Schedule" and " VXM/5 U.S.C. 6101 " in blocks 5A-5D. Enter the new work schedule code in block 32.	Enter the new service computation date in block 31 and Remark B31 in Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.		
3	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note)	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate ***> SF-50 <.	Enter the new work schedule code in block 32 of Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.		

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours, Continued

6

Rule	If	And	Then	And	Notes	Remarks
4	Work schedule changes from intermittent to full-time or part-time	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate ***> SF-50 <.	Enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the ***> SF-52 < or block 45 of the ***> SF-50 <. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.	1. Check The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this Guide to process a "Change in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).	Jump to listing of Remarks (Use as many remarks as are applicable)
5	There is a change in the number of hours per week that an employee is scheduled to work		Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate ***> SF-50 <.	Enter in block 33 the total hours employee will work per bi-weekly pay period.		
6			Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the ***> SF-52 <.			

Table 24-B. Documenting Change in Work Schedule and Change in Hours

>Notes and Remarks columns have been added.<

Rule	If	And the	And the	And the action	Then NOAC Is	NOA Is	Authority Code Is	Authority Is	Notes	Remarks
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 U.S.C. 6101	>Reserved for Future Use<	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Change is NOT requested by the employee	Is a management-initiated change in work schedule from full-time to other than full-time in lieu of RIF separation			RAH	Reg. 351.704(a)(2)		
3				Does not meet the action described in Rule 2 above			VXM	5 U.S.C. 6101		
4		Total number of work hours increases or remains the same								
5	The employee's work schedule is part-time (code "P," "Q," "S," or "T.")	Total number of work hours changes			782	Chg in Hours				
6	The employee's work schedule is less than 130 hours in a calendar month, or the employee is expected to work at least 130 hours in a calendar month but for less than 90 days.	Total number of work hours changes, and the employee is expected to work at least 130 hours in a calendar month for at least 90 days.	Appointment is temporary, seasonal, or the employee has an intermittent work schedule	Means the employee is eligible for health benefits			VXP	5 CFR 890.102 (j)-(k)		

Table 24-C. Remarks

>Notes column has been added.<

Return to Tables [24-A](#), [24-B](#)

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (See Notes 1 and 2)	1. If this information is not available when ***>SF-50< is issued, issue a correction action later when the information is available. 2. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. ***>SF-50< remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (See Note 1)	
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (See Note 1)	
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (See Note 1)	
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer, or is employed by the Bureau of Labor Statistics as an economic assistant	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.	

Table 24-C. Remarks, Continued

9

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
6	The expectation for total number of hours employee is scheduled to work increases to at least 130 hours in a calendar month and employee is expected to work at least 90 days <u>or</u> the total number of hours an employee actually works increases to at least 130 hours in a calendar month and employee works for at least 90 days	Employee is temporary, seasonal, or intermittent	B08	Eligible for health benefits.	1. If this information is not available when ***>SF-50< is issued, issue a correction action later when the information is available. 2. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. ***>SF-50< remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
7	Work schedule is changed to part-time	Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within 60 days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.	
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this ***> SF-50 <. However, Basic Life insurance coverage is always at least \$10,000.	
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20	Action at employee's request.	

Chapter 26: Change in Tenure Group (Nature of Action 880)

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*For related information on use of tenure group in reduction in force, See
***>[5 CFR 351 Subpart E](#)<*

>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

- a. This chapter covers changes in tenure group that occur *without* a change in the appointment on which the employee is serving. Tenure groups are the categories in which competitive service and excepted service employees are grouped for reduction in force purposes. ***>[Figure 1](#)< contains definitions of the tenure groups and ***>[Table 26-A](#)< lists the circumstances when a tenure group may change.
- b. This chapter does not cover:
 - i. Changes in tenure group that result from a change in the appointment on which the employee is serving. These changes are processed as appointments or conversions to appointments (see Chapters 9-13).
 - ii. Correction of an erroneous tenure group code on a previous [Standard Form 50](#), Notification of Personnel Action (see Chapter 32).

2. Effective Date

A change in tenure group is effective on the first calendar day following the day on which the required service period is completed. For example, if an employee completes the service for career tenure on 03-16-***>22<, the employee's change to tenure group 1 is effective on 03-17-***>22<.

3. Use of Standard Form 52

Although a [Standard Form 52](#), Request for Personnel Action, is needed to process many actions, its use for change in tenure group actions is optional. The [Standard Form 50](#), for the change in tenure group can be prepared directly from the information in the employee's Official Personnel Folder or in your agency's automated system. When a [Standard Form 52](#) is used, it is prepared in the personnel office and is used only as a working document to prepare the [Standard Form 50](#). No requesting official signatures are needed.

4. Instructions

- a. Use [Figure 1](#) to determine the tenure group in which the employee belongs.
- b. Use [Table 26-A](#) to select the nature of action and authority and enter them in blocks 5A-5D of the [Standard Form 52/50](#). 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 the Office of Personnel Management) instead of the authority and code shown in this chapter.
- c. Select from [Table 26-A](#) the remark code and remark required by the Office of Personnel Management for the action and enter them in Part F of the [Standard Form 52](#) or block 45 of the [Standard Form 50](#). Also enter any additional remarks/remarks codes that are necessary to explain the action.
- d. When a [Standard Form 52](#) is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the [Standard Form 52](#). (When a [Standard Form 52](#) has *not* been used, the [Standard Form 50](#) must be signed on or before the effective date of the action.)
- e. Follow the instructions in Chapter 4 to complete the [Standard Form 50](#), Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.
- f. Post the change in tenure on any other agency's records that show tenure groups, such as retention registers for reduction in force.
- g. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
- h. Distribute [Standard Form 50](#).

Figure

***>Figure 1.< Tenure Group Definitions

Tenure Group	Competitive Service	Excepted Service
0	Employees who are not in tenure groups 1, 2, or 3	Employees who are not in tenure groups 1, 2 or 3
1	Employees who are serving under career appointments and a) Have completed initial appointment probation or b) Are not required to serve initial appointment probation	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
2	Employees serving under career-conditional appointments and career employees serving initial appointment probation	Employees who are serving trial periods and employees whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system
3	Employees who are serving under: • temporary appointments pending establishment of register (TAPER), • term appointments, • appointment-Status Quo, • any appointments designated as indefinite, • any other nonstatus nontemporary appointments which meet the definition of provisional appointments as defined in title 5, Code of Federal Regulations, parts 316.401 and 316.403	Employees who: • are serving under indefinite appointments, that is appointments without specific time limitation but not actually (or potentially) permanent; • are serving under appointments with specific time limitations of more than one year; or • though currently under appointments limited to one year or less, complete one year of current, continuous service

Table

***>Table 26-A.< Change in Tenure Group

>Notes and Remarks columns have been added<

Rule	If employee's position is in the	And the change results from	Then NOAC is	NOA is	Authority Code is	Authority is	Required Remark Code is	Remark is	Notes
1	Competitive Service	Completion of service requirement for career tenure	880	Change in Tenure Group	KMM	Reg. 315.202	T07	>Completed service requirements for career tenure as follows: (agencies to enter: from (date) to (date) if continuous service, OR listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).<	>Reserved for future use<
2		Career employee's completion of an initial appointment probationary period			PGM	Reg. 351.501	E04	Initial probationary period completed	
3		Reasons other than those in Rules 1 or 2					T29	(Briefly state reason for change in tenure group)	
4	Excepted Service	Completion of trial period			PKM	Reg. 351.502	E03	Trial period completed.	
5		Completion of one year of continuous excepted service under a temporary appointment					T11	Completed one year of current, continuous service.	
6		Reasons other than those in Rules 4 and 5					T29	(Briefly state reason for change in tenure group)	

Chapter 27: Phased Employment/Phased Retirement (Natures of Action 615 and 616)

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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

- a. This chapter covers phased employment/phased retirement. Employees in a phased retirement status continue to work on a part-time basis and draw partial retirement benefits during employment. An employee in phased retirement status is still an employee for all purposes unless otherwise specified in law or regulation. For additional information refer to the statutory provisions at [5 U.S.C. 8336a](#) and [5 U.S.C. 8412a](#) and the regulations at [5 CFR part 831, subpart Q](#), and [5 CFR part 848](#).
- b. This chapter does not cover retirements other than phased employment/phased retirement. See Chapter 30 for instructions on documenting other retirement actions (including when a phased retiree elects full retirement status).

2. Instructions

- a. Use [Table 27-A](#) to select the nature of action, authority, and remark codes.
- b. Use [Table 27-B](#) to translate the remark codes.
- c. Fill in the remaining blocks on the [SF-52](#) as required by the instructions in Chapter 4. Prepare the [SF-50](#) using information from the [SF-52](#) and refer to the instructions in Chapter 4 for completing the [SF-50](#).
- d. Check [The Guide to Personnel Recordkeeping](#), Chapter 3, to see which documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.
- e. Follow your agency's instructions to distribute documentation of the personnel action.

3. Definitions

- a. **Full Retirement Status.** A phased retiree who has ceased employment and is entitled, upon application, to a composite retirement annuity.

- b. **Phased Employment.** The less-than-full-time employment of a phased retiree.
- c. **Phased Retiree.** A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and employee has not entered full retirement status.
- d. **Phased Retirement Period.** The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.
- e. **Phased Retirement Status.** A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.
- f. **Regular Employment.** The full-time or part-time period of employment of an individual who is not participating in phased retirement.

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Tables

Table 27-A. Documenting Phased Employment/Phased Retirement

>Notes and Remarks columns have been added.<

Rule	If Employee is Covered by	And	Then NOAC is	NOA Is	Authority Code Is	Authority Is	And Code for Required Remarks are (see Note 1)	Notes	Remarks
1	CSRS	The employee initially enters phased retirement status >(See Note 4.)<	615	Phased Employment/Phased Retirement	SAB	5 U.S.C. 8336a(c)(7)	M11, M12, M13, M14 and M15	1. Use Table 27-B to translate codes into actual remarks.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Phased retiree elects to terminate phased retirement status and return to regular employment (See Notes 2, 3, >and 4<)	616	Opt Out Phased Employment/Retirement	SAD	5 U.S.C. 8336a(d)	M13, M16 and M17	2. Also use this rule when an employee: 1) accepts employment with another agency; 2) will not have a break in service exceeding three calendar days; and 3) will not continue phased retirement status at the new agency.	
3		Unilateral action by OPM mandates return to regular employment			SBD	Reg. 831.1721(b)		3. Also use this rule when a phased retirement time limit agreement expires and the employee in phased retirement will be returning to regular employment with a full-time or other part-time schedule.	
4	FERS	The employee initially enters phased retirement status >(See Note 4.)<	615	Phased Employment/Phased Retirement	SAC	5 U.S.C. 8412a(b)(6)	M11, M12, M13, M14 and M15		
5		Phased retiree elects to terminate phased retirement status and return to regular employment (See Notes 2, 3, >and 4<)	616	Opt Out Phased Employment/Retirement	SAE	5 U.S.C. 8412a(g)	M13, M16 and M17	4. >Use Secondary LAC "ZBB" for actions in support of the Infrastructure Investment and Jobs Act (P.L. 117- 58) <.	
6		Unilateral action by OPM mandates return to regular employment >(See Note 4.)<			SBE	Reg. 848.301(b)			

Table 27-B. Remarks to be Shown on Standard Form 50

>Notes column has been added.<

Return to Table [27-A](#)

Rule	If Code is	Then Remark is	Notes
1	M11	A change to the work schedule or the part-time hours worked during phased employment/phased retirement status will result in the termination of phased employment/phased retirement status and the phased retirement annuity.	>Reserved for Future Use<
2	M12	Employee may elect to enter full retirement status at any time by submitting application SF-2801 for CSRS or SF-3107 for FERS.	
3	M13	If employee's phased retirement terminates for any reason the individual may not re-elect phased retirement.	
4	M14	Employee is required to spend 20% of their time mentoring.	
5	M15	FEHB/FEGLI benefits are not affected by phased employment/phased retirement.	
6	M16	The time spent in phased employment/retirement status will be credited as part-time service for annuity calculation purposes.	
7	M17	Employee's phased retirement annuity is terminated.	

Chapter 28: Change in Data Element (Nature of Action 800 and 803)

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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

- a. This chapter covers use of nature of actions:
 - i. 800/Change in Data Element, under the circumstances described in Table 28-A, to change:
 - Agency Code,
 - Annuitant Indicator,
 - Bargaining Unit Status,
 - FLSA Category,
 - Occupational Code,
 - Pay Rate Determinant,
 - Personnel Office ID, and,
 - Position Occupied.
 - ii. 803/Change in Retirement Plan to change retirement plan and make resulting changes in the retirement-related data.
- b. This chapter does not cover: Changes to the Enterprise Human Resources Integration (EHRI) data elements, such as organizational component, that are not documented in a designated block on the Standard Form 50. Follow your agency's instructions to document these changes.

2. Use of Standard Form 52

The use of a Standard Form 52, Request for Personnel Action, is optional when processing 800 and 803 actions. The Standard Form 50 for these actions can be prepared directly from the information in your agency's automated data system, or in the employee's Official Personnel Folder, and any documents submitted by the employee in support of the change. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

3. Instructions

- a. Use [Table 28-A](#) to determine whether an 800 or 803 action is required.

- i. When the data element change is the result of another action, just process the other action and put the new data element(s) in the appropriate block(s) on the Standard Form 50. For example, when an employee's retirement code changes as a result of a conversion from an "Appointment NTE (date)" to a "Career-Cond Appt," just process the conversion action and enter the new retirement code in block 30 of the Standard Form 52/50.
 - ii. When the data element change occurs simultaneously with another action, but is not the result of that action, process a separate action for the data element change. For example, an employee who is being promoted has just retired from the reserves, which necessitates a change to Annuitant Indicator. Since the change to the Annuitant Indicator is not the result of the promotion, both an "800/Change in Data Element" and a "702/Promotion" action must be processed.
- b. When an action must be processed to record the data element change, use Table 28-A to select the nature of action and authority to be entered in blocks 5A-5D of the Standard Form 50. See Table 28-B for the remark codes and remarks to be entered in block 45 of the Standard Form 50. 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 the Office of Personnel Management) instead of the authority and code shown in this chapter. Also enter in block 45 any additional remarks/remarks codes that are required by your agency or that are necessary to explain the action.
- c. If the nature of action will be an 803/Change in Retirement Plan, check the [CSRS and FERS Handbook for Personnel and Payroll Offices](#) to advise the employee on designations of beneficiary.
- d. When a Standard Form 52 is used, follow the instructions in Chapter 4 >of this Guide< to complete the form; follow the agency's instructions to obtain the approval signature.

- e. Follow the instructions in Chapter 4 **>of this Guide<** to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.
- f. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with, or created in connection with, the change should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of documents not filed in the folder.
- g. Follow your agency's instructions to distribute documentation of the personnel actions.

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Tables

Table 28-A. Processing Changes in Data Elements

>Notes and Remarks columns have been added<

Rule	If reason for change is	The Standard Form 50 block to be changed is	NOAC Is	NOA Is	Authority Code Is	Authority Is	Notes	Remarks
1	A different subelement code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code (47)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)		Jump to listing of Remarks (Use as many remarks as are applicable)
2	Employee who has not been receiving an annuity begins to receive one, or annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator (28)						
3	Employee becomes covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (37)						
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category (35)						
5	Employee's occupational code changes as the result of the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Occupational Code (17)			VGP	5 USC 5107		
6	A new occupational code or new code and position title is assigned to employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	5 U.S.C. 552a(e)(5)		
7	Code that formerly identified the special factors used in determining employee's pay is no longer appropriate and no other change is occurring simultaneously with this action	Pay Rate Determinant (29)						

Table 28-A. Processing Changes in Data Elements, Continued

6

Rule	If reason for change is	The Standard Form 50 block to be changed is	NOAC Is	NOA Is	Authority Code Is	Authority Is	Notes	Remarks
8	A new identifying number is assigned to the employee's servicing personnel office or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)	Personnel Office ID (48)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)		Jump to listing of Remarks (Use as many remarks as are applicable)
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (34)						
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	5 U.S.C. chapter 84		
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204		
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	5 U.S.C. 552a(e)(5)		
13	Correction effected under Pub. Law 106-265 (Federal Erroneous Retirement Coverage Corrections Act), dated September 19, 2000				ZSL	Pub. Law 106-265 (FERCCA), dated September 19, 2000		
14	Employee who has been excluded from the Federal Employees Retirement System because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods				CGM	5 U.S.C. 552a(e)(5)		
15	An Executive order or law or a change in position's designation even though the employee's position series and grade do not change (e.g., from law enforcement to non-law enforcement)							

Table 28-B. Remarks to be shown on Standard Form 50 (Use as many remarks as applicable)[Return to Table 28-A](#)

>Notes column has been added<

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
1	A data element is changing.		M74	Changes data element(s) in block(s) (list SF-50 block numbers.).	
2	Employee will be covered under the Federal Employees Retirement System ("FERS")		M38	Frozen service: (enter yrs. and mos., e.g., "20 yrs., 5 mos.>").	
			M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs., 7 mos.>").	
			M40	Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered--refund eligible"). (See Note 1).	1. "Previously covered-refund eligible" indicates an employee who is eligible for a return of excess Civil Service Retirement System deductions because employee has less than 5 years of creditable civilian service on the effective date of transfer to Federal Employees Retirement System. When determining the 5 years, count all Federal service except that which was covered by Old Age, Survivor and Disability Insurance tax (FICA) and Civil Service Retirement System (retirement codes "C," "E," "R," and "T"). This includes service for which the employee has received a refund of deductions. "Previously covered" indicates an employee who was previously covered by the Civil Service Retirement System or the Federal Employees Retirement System and who is not described above.
3		Election is <i>not</i> pursuant to The Federal Employees Retirement Corrections Coverage Act ("FERCCA"), or the deemed FERS regulations	M44	Employee elected coverage under FERS.	
4		Election of deemed FERS coverage is subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).	
5		Employee given opportunity to elect deemed FERS coverage under deemed FERS regulations, but failed to respond to notice	M95	Employee given deemed FERS election notice on (insert date of notice) and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i) .	

Table 28-B. Remarks to be shown on Standard Form 50, Continued

8

Rule	If	And	Then Remark Code Is	And Remark Is	Notes
6	Employee will be covered under the Federal Employees Retirement System ("FERS"), FERS-RAE or FERS-FRAE	Employee who has been excluded from FERS, FERS-RAE or FERS-FRAE because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.	
7	Employee erroneously given FERS coverage	Employee chooses to have coverage corrected from FERS pursuant to deemed FERS regulations	M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).	

[Return to Table 28-A](#)

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

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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

a. **Actions covered.** This chapter covers the following time off and cash payment actions that do not affect an employee's rate of basic pay:

- 815/Recruitment Incentive
- 816/Relocation Incentive
- 817/Student Loan Repayment
- >822/Group Time Off Award – Other<
- >823/Individual Time Off Award – Other<
- 825/Separation Incentive
- 827/Retention Incentive
- 840/Individual Cash Award RB
- 841/Group Award – Ch 45
- 842/Individual Suggestion/Invention Award (only those recognized with cash)
- 843/Group Suggestion/Invention Award only those recognized with cash)
- 844/Foreign Language Award (always given to individuals as cash; only approved for law enforcement positions)
- 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs)
- 846/Individual Time Off Award >– Ch 45<
- 847/Group Time Off Award >– Ch 45<
- 848/Referral Bonus
- 849/Individual Cash Award NRB
- 878/Presidential Rank Award
- 879/SES Performance Award
- 885/Lump Sum Performance Payment RB-ILPA
- 886/Lump Sum Performance Payment RB-NILPA
- 887/Lump Sum Performance Payment NRB
- 889/Group Award – Other

b. **Enterprise Human Resources Integration.** All actions described in this chapter must be reported to Enterprise Human Resources Integration (EHRI). Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to EHRI. Refer to the operating manual, [The Guide to Human Resources Reporting Requirements](#) for specific instructions.

2. Separation Incentive

- a. **Effective Date.** Separation Incentives are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.
- b. **Standard Form 52.** Use of the Standard Form 52, Request for Personnel Action, to process these actions is not required. Follow your agency's instructions.
- c. **Standard Form 50.** These actions may be documented as the second nature of action on Standard Form 50, Notification of Personnel Action, documenting the separation or may be documented as a separate action. In either case, a Standard Form 50 documenting a Separation Incentive should be prepared and a copy should be filed on the right side of the Official Personnel Folder.

3. Presidential Rank Awards

- a. **Standard Form 52.** Use of the Standard Form 52 to process these actions is not required. Follow your agency's instructions.
- b. **Standard Form 50.** A Standard Form 50 should be prepared to document Presidential Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Bonuses, Awards, and Incentives

- a. **Effective Date.** The agency sets the effective date of awards and bonuses.
- b. **Standard Form 52.** Use of the Standard Form 52 to process these actions is not required. Follow your agency's instructions.
- c. **Standard Form 50.** Use of the Standard Form 50 for all other awards and bonuses is not required. Documentation of awards and bonuses other than Separation Incentives, and Presidential Rank Awards is not authorized for long-term Official Personnel Folder retention. Agencies may not file documentation of the following award and bonus actions on the right side of the Official Personnel Folder:
 - Recruitment Incentive
 - Relocation Incentive
 - Retention Incentive

- Student Loan Repayment
- Individual Cash Award RB
- Individual Cash Award NRB
- Group Award – Ch 45
- Group Award – Other
- Individual Suggestion/Invention Award
- Group Suggestion/Invention Award,
- Foreign Language Award
- Travel Savings Incentive
- Individual Time Off Award >(Ch 45 and Other)<
- Group Time Off Award >(Ch 45 and Other)<
- Referral Bonus
- Senior Executive Service Performance Award
- Lump Sum Performance Payment RB-ILPA
- Lump Sum Performance Payment RB-NILPA
- Lump Sum Performance Payment NRB

d. **Employee Notification.** Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this Guide. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, no legal authority code is required, and the SF-50 may not be filed on the right side of the Official Personnel Folder.

Table 29: Bonuses, Awards and Other Incentives

Table 29, Rules 1-9

>Notes column has been added.<

Rules	If Basis for Action is	And	And	Then NOAC is	Nature of Action is	Notes
1	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions	Made under Chapter 45	841	Group Award – Ch 45	
2			Other than chapter 45	889	Group Award – Other	
3		Award is based on a group suggestion/invention		843	Group Suggestion/Invention Award	
4		A group of employees will receive time off as a reward for a specific achievement	>Made under Chapter 45 <	847	Group Time Off Award >-Ch 45<	
>5<		>A group of employees will receive time off consistent with the provisions of an authority other than Chapter 45<	>Other than chapter 45<	>822<	>Group Time Off Award – Other<	
>6<	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job			844	Foreign Language Award	
>7<	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place		845	Travel Savings Incentive	
>8<	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses		848	Referral Bonus	
>9<	Given to employee to repay student loan			817	Student Loan Repayment	

Table 29, Rules 10-31 (LAC's are required)

>Notes column has been added.<

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>10<	Presidential Rank Award (Meritorious)	Employee is a member of the SES	878	Presidential Rank Award	V7G	5 U.S.C. 4507(e)(1)	
>11<		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9N	5 U.S.C. 4507a(c)	
>12<	Presidential Rank Award (Distinguished)	Employee is a member of the SES	878	Presidential Rank Award	V8G	5 U.S.C. 4507(e)(2)	
>13<		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9P	5 U.S.C. 4507a(c)	
>14<	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384	

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>15<	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753	
>16<		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)	
>17<		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)	
>18<	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753	
>19<		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)	
>20<		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)	
>21<	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)	
>22<		Payment is terminated			VPX	Reg. 575.311	
>23<	Establishment of retention incentive when a service agreement is required, and employee is likely to leave Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)	
>24<		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)	
>25<		Payment is terminated			VPY	Reg. 575.311	

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>26<	Establishment of retention incentive when a service agreement is required, and employee is likely to leave for a different position in the Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPA	Reg. 575.314	
>27<		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	Reg. 575.314 (Higher Cap)	
>28<		Payment is terminated			VPC	Reg. 575.314(g)	
>29<	A separation incentive for an employee who resigns or retires (see Note 1)	Employee is in the Department of Defense	825	Separation Incentive	VWN	(Cite authority specific to DoD)	1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
>30<		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226	

Rule	If Basis for Action is	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>31<	A separation incentive for an employee who resigns or retires (see Note 1)	Not Rule 29 or 30	825	Separation Incentive	ZAA	(Enter Agency Authority) (See Note 2)	1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20. 2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.

Table 29, Rules 32-40 (LAC's may be required)

>Notes column has been added.<

Rule	If Basis for Action is	And	And	And	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>32<	Made to an individual employee	Payment is based on rating of record or contribution	Made under chapter 45	Is rating-based		840	Individual Cash Award RB (See Note 3)			3. The following are translations for the abbreviations shown in rules 28-33 above: "RB" means Rating Based; "NRB" means Not Rating Based; "RB-ILPA" means Rating Based - in Lieu of Pay Adjustment; and "RB-NILPA" means Rating Based - Not in Lieu of Pay Adjustment.
>33<				Is not rating-based		849	Individual Cash Award NRB (See Note 3)			
>34<			Other than chapter 45	Is a rating-based lump-sum payment	In lieu of pay adjustment due to range maximum or control point	885	Lump Sum Performance Payment RB-ILPA (See Note 3)	V3A	(Cite law, E.O., or regulation that authorizes the action)	
>35<					In lieu of pay adjustment – other reason			V3B	(Cite law, E.O., or regulation that authorizes the action)	
>36<					Not in lieu of pay adjustment; separately administered	886	Lump Sum Performance Payment RB-NILPA (See Note 3)			
>37<			Other than chapter 45	Is performance-related lump-sum payment that is not rating-based		887	Lump Sum Performance Payment NRB (See Note 3)			

Rule	If Basis for Action is	And	And	And	And	Then NOAC is	Nature of Action is	Authority Code is	And Authority is	Notes
>38<	Made to an individual employee	Cash award is based on suggestion/invention				842	Individual Suggestion/Invention Award			
>39<		Employee will receive time off as a reward for a specific achievement	> Made under Chapter 45<			846	Individual Time Off Award >-Ch 45<			
>40<			> Other than Chapter 45<			>823<	Individual Time Off Award >-Other<			

Chapter 30: Retirements (Nature of Action 300, 301, 302, 303, 304 307 and 308)

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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.

Subchapter 1. General Instructions

1. Coverage

- a. This chapter covers retirements. These are separations that remove an employee from your agency under circumstances that entitle the employee to an immediate annuity. An immediate annuity is one that begins to accrue no later than 1 month after the employee is separated or on the day after pay ceases and the employee meets the service and age (or disability) requirements. Included are separations where the employee has applied for a retirement annuity and is eligible to receive workers' compensation (OWCP) and plans to elect to receive OWCP in lieu of a retirement annuity). The following types of immediate retirement are included:
- i. voluntary or employee initiated retirements, (including retirement when a phased retiree enters full retirement status);
 - ii. mandatory separations for age under [5 U.S.C. 8335](#) and [8425](#);
 - iii. disability retirements; and
 - iv. retirements under a Voluntary Early Retirement Authority (VERA) that allows agencies undergoing a major reduction in force, transfer of function, or reorganization to offer early retirement to their employees.

More information on these retirements is found in [The CSRS and FERS Handbook for Personnel and Payroll Offices](#).

- b. This chapter *does not* cover involuntary separation *unless* the employee is eligible for retirement under one of the four situations listed in paragraph *a* of this section. See Chapter 31 for instructions on processing involuntary separations under which the employee may be eligible for discontinued service retirement.

- c. This chapter *does not* cover employees eligible for MRA+10 retirement who choose to postpone the annuity commencing date beyond 31 days after separation. See Chapter 31 for processing instructions.
- d. This chapter *does not* cover entry into phased employment/phased retirement. See Chapter 27 for processing instructions.

2. Instructions

- a. Compare data on the [SF-52](#), Request for Personnel Action, submitted by employee or requesting office with the last action in the employee's Official Personnel Folder to be sure all items of the form are correct.
- b. If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate [SF-50s](#). *Do not process a conversion action*. Follow instructions in Chapter 3 of this **Guide** to select additional remarks for the appointment and to report the appointment to the Office of Personnel Management.
- c. Use [Table 30-A](#) to select the nature of action and authority for the action and put them in blocks 5A-F of the [SF-52](#). 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 the Office of Personnel Management) instead of the authority and code shown in this chapter.
- d. Use [Tables 30-B](#) and [30-C](#) to select as many remark codes and remarks for the action as are applicable and put them in Part F of the [SF-52](#). Also enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
- e. Fill in remaining blocks on [SF-52](#) as required by instructions in Chapter 4; follow your agency's instructions to obtain approval signature in Part C, block 2 of the [SF-52](#).

- f. Prepare [SF-50](#), Notification of Personnel Action, from the information on the [SF-52](#). Refer to Chapter 4 to see how the [SF-50](#) should be completed. Follow your agency's instructions to have it signed or authenticated.
- g. On or before the date of retirement, give the employee a completed [SF-8](#), Notice to Federal Employee About Unemployment Insurance, showing the full address of the Payroll Office where the individual's records are maintained.

Use the job aid, [Notice Requirements When an Employee Retires](#), for additional notices required under specific circumstances.

- h. Check [The Guide to Personnel Recordkeeping](#), Chapter 3, to see which of the documents submitted with or created in connection with the action should be filed on the permanent side (right side), of the employee's Official Personnel Folder.

Note: The originals of the employee's health benefits and life insurance forms are submitted to the Office of Personnel Management with the retirement application. Make copies of these health benefits and life insurance forms and *file the copies on the permanent side (right side), of the employee's folder in chronological order*. Agencies are not authorized to keep the retirement application itself on the permanent side (right side), of the Official Personnel Folder. Therefore, if your agency keeps a copy of a retirement application until the retirement is approved, that copy may be filed temporarily on the temporary side (*left side*), of the employee's Official Personnel Folder and must be removed before the folder is sent to the National Personnel Records Center or to the next employing agency. Follow your agency's instructions to dispose of documents not filed in the folder.

- i. Follow your agency's instructions to distribute documentation of the personnel action.
- j. Follow the instructions in [The Guide to Personnel Recordkeeping](#), Chapter 7, for transferring the Official Personnel Folder, and the Employee Medical Folder.

Job Aid

Notice Requirements When an Employee Retires

Instructions: Issue as many of the following notices as applicable to the retiring employee's circumstances; more than one may be necessary.

<i>If the Employee</i>	<i>Then</i>
Is a law enforcement officer, firefighter, or air traffic controller, and has a combination of age and service at which separation is mandatory	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 46.
Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
Is applying for disability retirement or the agency is initiating application for employee	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 60.
Is enrolled in a health benefits plan	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
Has Federal Employees Group Life Insurance (FEGLI) coverage	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
Previously retired under the Foreign Service Retirement System	Send two copies of SF-50 to Office of Retirement (GTM/RET), 2401 E Street NW, Room H-620, SA-1, Washington, DC 20522. Information is also available on The Retirement Network of the U.S. Department of State .
Is a former Central Intelligence Agency employee who retired under the Central Intelligence Agency Retirement and Disability System (CIARDS)	Send copy of SF-50 to Central Intelligence Agency Retirement and Disability System, P.O. Box 1925, Washington, DC 20505.

Subchapter 2. Preparation of Remark Entries on the Standard Form 50 (SF-50)

1. Use of Remarks

[Tables 30-B](#) and [30-C](#) list remarks that are required on the [SF-50](#), Notification of Personnel Action, for a retirement action. These remarks are used to determine retirement and other benefits to which the employee may be entitled. In addition, if a retiree applies for unemployment compensation, the State employment security agency will use the nature of action and those [SF-50](#) remarks to adjudicate the claim. Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of a benefit to which the employee is entitled. It may also result in an employee receiving a benefit to which the employee is not entitled.

2. General Content of Remarks

The remarks should tell:

- why an employee retires, and
- whether the employee was offered other work before the separation and, if so, the reasons for refusing it.

Remarks should be brief and state the facts in enough detail to enable anyone who reviews the [SF-50](#) to determine whether the separation was work-connected and with or without just cause.

3. Employee's Reason(s)

- Disability Retirements.** No employee reason is required on a 301/Retirement-Disability.
- Other Retirements.** If the employee mentions ill health or disability as the reason, summarize the reason in such a way that the employee will not later find it to be embarrassing. (For example, instead of quoting "Doctor says pressure of daily personal and telephone contacts with the public is aggravating health problems and may cause a nervous breakdown," just

state on the [SF-50](#) "Doctor recommends a job with fewer personal and telephone contacts with the public." The latter remark is brief, factual, and less likely to be a source of embarrassment in the future.) When the employee's reason does not mention ill health or disability, just quote the reason on the [SF-50](#). If the employee gives no reason for retiring, use Remark S69.

4. Agency's Finding

Unemployment compensation and future employment decisions are made on the basis of both the employee's reason and the agency's findings, so agency findings should be factual and non-judgmental. No findings are required on a 301/Disability Retirement.

- a. **Employee has no appeal rights.** When the employee is serving on an appointment that does not afford appeal rights, no agency finding or reasons for or explanation of the retirement may be placed on the [SF-52](#), [SF-50](#), in the Employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system. For more information see [Employee Rights and Appeals](#).
- b. **Employee has appeal rights.**
 - i. Except as noted in paragraph (3), when the agency knows of a different reason for employee's retirement, both the employee's reason and the one known to the agency ("agency finding") must be shown on the [SF-50](#). The "agency finding" must be brief and factual and avoid personal comments and judgments about the employee, opinions, argumentative language, and unsupported conclusions.
 - ii. When the retirement application is submitted *after* the employee has received *written* notice of a proposed or pending disciplinary or adverse action, the agency must list that action as its finding. Use the remarks in [Tables 30-B](#) and [30-C](#).
 - iii. *Unless the employee was notified in writing BEFORE the retirement was submitted, you may NOT place on the SF-*

52/50, in the employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system, any information:

- regarding a proposed or pending disciplinary or adverse action;
 - regarding charges or allegations of misconduct by, or impropriety on the part of, the employee; or
 - referring to such charges or allegations.
- iv. When the agency believes the employee is retiring because of ill health or a medical problem, the "agency finding" should simply list or describe the duties the employee can no longer perform and *not* discuss the employee's health.

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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	The Civil Service Retirement System (CSRS)	Mandatory retirement based on age and length of service. (See Note 4)	300	Retirement-Mandatory	SWM	5 U.S.C. 8335	1. See Chapter 44 of The CSRS and FERS Handbook for Personnel and Payroll Offices for the meaning of involuntary separation. 2. In addition to any other authorities required by this table, you may cite LAC2 AZM as appropriate. See Chapter 43 of The CSRS and FERS Handbook for Personnel and Payroll Offices 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. 3. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement set by the agency. 4. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	Jump to listing of Remarks (Use as many remarks as applicable)
2		Disability retirement (See Note 4)	301	Retirement-Disability	SUM	5 U.S.C. 8337		
3		Retirement for health reasons when employee does not apply for disability retirement (See Note 4)	302	Retirement-Voluntary	SRM	Reg. 831.501		
4		Voluntary retirement in lieu of involuntary separation (See Notes 1 and 4)	304	Retirement-ILIA	SQM	5 U.S.C. 8336		
5		Voluntary retirement for other than health reasons or pending involuntary separation (See Note 4)	302	Retirement-Voluntary				
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (See Notes 2 and 4)	303	Retirement-Special Option	V3P and LAC2 AZM, RZM, >or ADR< as appropriate	5 U.S.C. 8336(d)(2) and OPM Office, Authority Number, and Date LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025 >LAC2 ADR when processing actions for agency specific deferred resignation programs.<		
7		Early voluntary retirement under an authority other than 5 U.S.C. 8336(d) (See Note 4)			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)		
8		Employee enters full retirement status upon termination of phased retirement status (See Notes 3 and 4)	307	Full Retirement Status-Voluntary	SAF	5 U.S.C. 8336a(e)		
9		Employee enters full retirement status in lieu of involuntary separation ("ILIS") (See Note 4)	308	Full Retirement Status-ILIS				

Table 30-A. Documenting Retirements, Continued

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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	The Federal Employees Retirement System (FERS)	Mandatory retirement based on age and length of service (See Note 4)	300	Retirement-Mandatory	USM	(enter: 5 U.S.C. Chapter 84)	- See Chapter 44 of The CSRS and FERS Handbook for Personnel and Payroll Offices for the meaning of involuntary separation. - See Chapter 43 of The CSRS and FERS Handbook for Personnel and Payroll Offices 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. - 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. - Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	Jump to listing of Remarks (Use as many remarks as applicable)
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, RZM, >or ADR< as appropriate.	(enter: 5 U.S.C. Chapter 84) and OPM Office, Authority Number and Date LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025 >LAC2 ADR when processing actions for agency specific deferred resignation programs.<		
15		Employee enters full retirement status upon termination of phased retirement status (See Note 3 and 4)	307	Full Retirement Status-Voluntary	SAG	5 U.S.C. 8412a(e)		
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

Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
1	Employee did not give a reason for retiring	Agency has no other information available	Action is a 302/Retirement-Voluntary	R20 and M67	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50 . 2. Do not enter on SF-50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.	Jump to listing of Remarks (Use as many remarks as applicable)
2			Action is not a 302/Retirement Voluntary	S69, S23 and M67		
3		Agency does have information regarding the reason for retirement		S69, S25 and M67 (See Note 2)		
4	Employee gave a reason for retiring			R21 and M67		
5	Agency knows of specific factual reasons for retirement which differ from those given by employee (See Note 2)			S25		
6	Employee's retirement is work related and employee was advised of opportunity to file a grievance	Employee filed a grievance		M26		
7		Employee did not file a grievance		M27		
8	Employee is retiring after receiving a reduction in force notice			S51		

Table 30-B. Remarks Required for Retirement Actions, Continued

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Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
9	Employee is retiring after receiving written notice of decision to move out of the Senior Executive Service for less than fully successful performance or because of employee's failure to be recertified in the Senior Executive Service			M58 and S81	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50 . 2. Do not enter on SF-50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.	Jump to listing of Remarks (Use as many remarks as applicable)
10	Employee retired because of disability, reduction in force, or other circumstance which makes retirement involuntary	Employee was not offered another job		S58		
11		Employee was offered another job	Employee declined without a reason	S54 and S56		
12			Employee gave a reason for declining	S54 and R55		
13	Employee has been notified of agency decision to take adverse or performance-based action (See Note 2)	Action is not described in Rule 9	Decision is a separation action	S34		
14			Decision is to demote	S35		
15			Decision is to suspend	S36		
16	Employee has been notified of proposed adverse or performance-based action (See Note 2)		Proposal is a separation action	S37		
17			Proposal is to demote	S38		
18			Proposal is to suspend	S39		

Table 30-B. Remarks Required for Retirement Actions, Continued

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Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
19	Employee will receive a lump sum payment	The personnel office knows the exact number of hours of unused annual leave	Employee does not have retained rate	N26	1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50. 3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II . 4. Place this remark only on payroll copy of SF-50. 6. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. SF-50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the <i>credit</i> to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the "35 hours equal 6 days of service credit." When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the SF-50 .	Jump to listing of Remarks (Use as many remarks as are applicable)
20			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment			
21			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N26		
22		The exact number of hours of unused annual leave is not yet available	Employee does not have retained rate	N27		
23			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment			
24			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N27		
25	Employee has been in nonpay status during calendar year		Total nonpay status (during current calendar year) exceeds 6 months	G31		
26	Retirement is from intermittent employment		Employment has been with compensation	G30 (See Note 6)		
27			Employment has been without compensation	G29 (See Note 6)		
28	Employee completed requirements for within-grade increase on or before retirement date	Within-grade increase was not affected		P16		
29	Employee may be barred from annuity under 5 U.S.C. chapter 83, subchapter II . (See Note 3)			M 61 (See Note 4)		

Table 30-B. Remarks Required for Retirement Actions, Continued

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Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
30	Employee may be eligible for compensation under 5 U.S.C., chapter 81 , for a work injury			N10	1. Use as many remarks as applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50 . 5. See The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices for information about determining whether an involuntary separation is due to gross misconduct.	Jump to listing of Remarks (Use as many remarks as applicable)
31	Employee will not be eligible to continue Federal Employees Group Life Insurance coverage as an annuitant			B46		
32	Employee will not be eligible to continue health benefits coverage as an annuitant	Retirement is involuntary due to gross misconduct (See Note 5)		B47		
33		Retirement is not described in Rule 33		B53		
34	Action is a 301/Retirement-Disability	Employee has elected to receive workers' compensation in lieu of a retirement annuity		R22		
35	Pay in position from which employee is retiring has been set at a special rate authorized under 5 U.S.C. 5305			P05		
36	Employee was entitled to Sole Survivorship veteran's preference	Block 23 of the SF-50 reflects "7"	E59			

Table 30-B. Remarks Required for Retirement Actions, Continued

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Rule	If	And	And	Then Use Remark(s) (See Note 1)	Notes	Remarks
37	Employee's total salary includes payment for administratively uncontrollable overtime (See Note 7)			P82	1. Use as many remarks as applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the SF-50 . 7. Follow instructions regarding Premium pay under 5 U.S.C. 5545(c)(2) for administratively uncontrollable overtime (AUO) work, which is included in the computations for retirement and life insurance deductions and benefits only if the employee meets the definition of "law enforcement officer" for CSRS or FERS purposes.	Jump to listing of Remarks (Use as many remarks as applicable)
38	Employee's total salary includes a supervisory differential			P80		
39	Reserved					
40	Employee's total salary includes availability pay			P98		
41	Employee has elected to retain coverage under a retirement system for 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 Information & Instructions for Completing an Application for Full Retirement Status (from Phased Retirement) under the Federal Employees Retirement System (FERS)			M18		
44	If employee retirement is due to Deferred Resignation effective 1/28/2025			R56		
>45<	>If employee retirement is due to an agency specific deferred resignation program.<			>R23<		

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

Remark Code	The Remark is
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
B63	Elected to retain coverage under a retirement system for NAF employees.
E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
M18	Employee is entitled to a composite retirement annuity.
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M58	No SES reinstatement rights.
M61	Possible 5 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.
>R23<	>Agency Deferred Resignation.<
R55	Refused job offer because: (reasons given by the employee).
R56	*** 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).

Table 30-C. Remarks and Codes, Continued

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Remark Code	The Remark is
S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency Finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
S51	RIF Notice dated: (date).
S54	Offered job(s) of (Position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S58	No other work available.
S69	Employee gave no reason for retiring.
S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).

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Chapter 31: Separations by Other than Retirement

(Natures of Action 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, and 390)

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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

- a. Separations are actions that end employment with an agency. This chapter covers separations by other than retirement. Actions covered include: resignations; terminations; removals; separations due to reduction in force; separations to enter the uniformed services; and deaths. It includes those involuntary separations under which the employee may be eligible for discontinued service retirement, or MRA+10 retirements when the employee chooses to postpone the MRA+10 annuity commencing date beyond 31 days after separation. (See Chapter 44 and 42, respectively, of [The CSRS and FERS Handbook](#).)
- b. This chapter does not cover: retirements (Chapter 30); movements from one part of an agency to another (Chapter 14); changes in the human resource system serving the employee (not an official personnel action); or details to a State or local government, to an institution of higher learning, to another agency, or to an international organization (Chapter 14).

2. Definitions

- a. **Appeal Rights**— An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge an action by presenting evidence and/or calling witnesses before an official who has the authority to modify or rescind the action. For purposes of this chapter, the right to challenge an action through procedures designed to handle Equal Opportunity Commission (EEOC), or the Office of Special Counsel (OSC) complaints is not an “appeal right”.
- b. **Resignation**—a separation initiated by an employee.
- c. **Resignation—ILIA** (in lieu of involuntary action)—a separation initiated by the employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The CSRS and FERS Handbook](#).

- d. **Removal**—a separation from Federal service initiated by the agency, the Office of Personnel Management or the Merit Systems Protection Board under parts [359, 432, 731, or 752 of title 5, Code of Federal Regulations](#); [section 1201 of title 5, U.S. Code](#); or comparable agency statutes or regulations. (Note: This Chapter covers actions that remove an employee from the agency. Most removals from the Senior Executive Service under part 359 result in conversion to an appointment outside the Senior Executive Service. These conversions are covered in Chapters 9-11.)
- e. **Separation-Appt In (name of entity)**—a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.
- f. **Separation-US (uniformed services)**—a separation action initiated by the agency when the employee enters on duty with the uniformed services. (Note: This action is not appropriate when an employee fails to return and did not provide written notice of intent not to return. In that case, he or she is subject to the policy and disciplinary action the agency would normally apply for a similar absence without approval.)
- g. **Separation-RIF**—a separation from the agency under parts [351 or 359, title 5, Code of Federal Regulations](#), or as a consequence of reduction in force.
- h. **Termination-Appt In (agency)**—a separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.
- i. **Termination during Prob/Trial Period**—an agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.
- j. **Termination-Exp of Appt**—a separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment.

- k. **Termination-Sponsor Relocating**—an action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

3. Selection of Legal Authority

- a. **Meaning of “equivalent to CS Regs.”** For some actions covered by this Chapter, the legal authority will depend on whether the action is being taken under civil service laws and regulations, under agency procedures that are equivalent to those required under civil service laws and regulations, or under other procedures. To select the legal authority, you must know what procedures were used. If you are not sure, ask the person who approved the action. *You cannot select the correct authority without knowing the procedures used to effect the action.*
- b. **Agency-Unique Authorities.** If the action is being taken under an authority that is unique to your department or agency, cite that authority instead of the authority and code shown in this Chapter. The Office of Personnel Management must have issued an authority code before an agency-unique authority can be used instead of the authorities shown in this Chapter.
- c. **Actions for Which the Agency Must Select the Authority.** For some actions you will be given a legal authority code and told to cite the appropriate authority.
 - i. If a specific law, Executive Order, regulation, or agency directive was the basis for the action, cite it in the legal authority block on the SF-52/50, *along with the legal authority code shown in the table.*
 - ii. When the employee is serving on a temporary appointment and no other law, Executive Order, regulation, or agency directive applies to the action, cite the appointment authority in the legal authority block on the SF-52/50, *along with the legal authority code shown in the table.*
 - iii. For situations not described in paragraphs (1) and (2), cite [“5 U.S.C. 302”](#) in the legal authority block on the Standard

Form 52/50, along with the legal authority code shown in the table. [5 U.S.C. 302](#) is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it **only** in those rare instances when no other authority is appropriate for the action.

4. Documenting Reason(s) for Separations

a. **Need for Remarks.** Most of the actions in this Chapter require remarks that document the reasons for the action. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation. When a former employee applies for unemployment compensation, the State employment security agency will use the nature of action and the remarks to adjudicate the claim. Inadequate or incomplete information about the separation may result in delays or errors in processing such claims.

b. **Employee's Reason for Resignation.**

i. Each person who resigns should be asked to do so in writing. Part E of the [SF-52](#) is one option for submitting a written resignation. When the employee resigns orally, try to obtain written confirmation. If this is not possible, ask the person who received the oral resignation to document it in a memorandum for the record.

ii. In the remarks section of the [SF-50](#), quote in full the employee's reason for resigning. If the employee's reason is so lengthy that it will not fit in the space available, summarize it. The entire reason will remain a matter of record because the resignation is a long-term Official Personnel Folder document.

c. **Agency Comments Regarding Employee's Reason for Resignation—Agency Finding.**

i. **Employees without appeal rights.** When the employee is serving an initial appointment probation or a trial period required by civil service or agency regulations, or when

employee is serving under an appointment that does not afford appeal rights, NO agency comments or findings regarding the employee's resignation may be placed on the [SF-52](#), [SF-50](#), in the employee's Official Personnel Folder, or in the Employee Performance Folder.

- ii. **Employees with appeal rights.** Agency findings should be documented on the resignation [SF-50](#) only when the employee has appeal rights and has been notified in writing of an agency action BEFORE the resignation was submitted. Agency findings should be documented if the employee was notified of:
 - 1. a proposed or pending disciplinary or adverse action;
 - 2. a proposed or pending position change due to failure to complete a supervisory/managerial probationary period successfully;
 - 3. action to withhold a within-grade increase; or
 - 4. proposed removal from the Senior Executive Service.

Unless the employee was notified in writing BEFORE submitting the resignation, do NOT record any adverse agency findings on the [SF-52](#), [SF-50](#), in the Official Personnel Folder or the Employee Performance Folder.

d. **Agency-Initiated Separations**

- i. Employees without appeal rights. When an employee who is serving on an appointment that *does not* afford appeal rights is separated for conduct and/or performance reasons, NO agency reasons for or comments regarding the action may be placed on the [SF-52](#), the [SF-50](#), in the Official Personnel Folder or Employee Performance Folder.
- ii. Employees with appeal rights. When an employee serving on an appointment that does afford appeal rights is separated by the agency, the agency must summarize the reason(s) for the action in the [SF-50](#) remarks. The reason(s) must be consistent with any written reason(s)

previously given the employee as the basis for his or her separation.

- e. **Unemployment Compensation Claims.** An agency may have factual information that would impact on a former employee's unemployment compensation claim but is not documented on the separation [SF-50](#). In these cases, the agency may retain that information in a "subject file" that is separate and apart from the employee's personal records or any other records that are filed by and retrieved by employee name or employee identifier (such as an employee number, a payroll number, or Social Security Number). These files are retained for two years from the effective date of the separation.

5. Effective Dates

All separations are effective at the end of the day (midnight) unless an earlier time is indicated on the [SF-50](#).

- a. **Termination-Appointment In.** When the separation is to move to other Federal employment without a break in service, the effective date should be the day immediately preceding the day the employee entered on duty in the new employing agency. Do not process the Termination-Appnt In (agency) action before receipt of evidence that the employee actually has been appointed in the other agency. Accept as evidence of the appointment only:
 - i. A copy of the [SF-50](#) or list form of notice by which the other agency appointed the person; or
 - ii. a copy of the other agency's appointment [SF-52](#) showing the appointment date and the appointing official's signature.
- b. **Termination during probationary period.** The initial appointment probationary period ends at the end of the employee's tour of duty on the last workday of the probationary period. If management decides to terminate the employee during the probationary period, the [SF-50](#) must be effective on a day prior to the last day of the probationary period, or at a

specific time of day before the end of the employee's workday on the last day of the probationary period.

- c. **Other separations.** Resignations are effective on the date specified by the employee. Other separations are effective on the date set by the agency. When advance notice periods are required by law or regulation (for example, under adverse action procedures), the separation may not be effective prior to the last day of any notice period.
- d. **Two actions proposed for the same date.** When two actions, such as a termination during probationary period and a resignation, are proposed for the same date but one specifies an earlier time, process the one with the earlier time. When two actions are proposed for the same date and time, process the one that was submitted *first*.

Example 1: On July 12th, a supervisor submits a request to terminate a probationary employee, effective July 16th. On July 13th, the employee submits a resignation to be effective "at the end of the workday on July 16th." The agency's action would be effective at midnight since an earlier time was not specified. Because the actions would be effective at different times, and because the resignation would be effective first, the agency processes the resignation instead of the termination.

Example 2: On April 10th, the agency notifies the employee of its decision to remove him effective May 10th. On April 12th, the employee submits a resignation which is also effective on May 10th. Because neither request specifies an earlier time, each would be effective at midnight on May 10th. Since the removal was submitted first, the agency processes the removal instead of the resignation.

6. Instructions

- a. Follow instructions in Chapter 4 to complete the [SF-52](#) and [SF-50](#).
- b. Select the nature of action and legal authority from the appropriate table:

- i. Use [Table 31-A](#) for resignations; and
- ii. Use [Table 31-B](#) for separations other than resignations.
- c. Use [Table 31-C](#) to select codes for remarks required for the action. Use [Table 31-D](#) to translate remarks codes into the remarks.
- d. Also enter any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.
- e. An employee may receive a within-grade increase (WGI) while in nonpay status when the WGI becomes due during the period of nonpay time that is creditable for that step. If the WGI was not processed before the separation, show the step and salary to which employee was entitled in blocks 19 and 20 of the separation [SF-50](#). Use remark P16 to explain that the employee met requirements for the WGI.
- f. Follow your agency's instructions to process the action and distribute the [SF-50](#).
- g. Check [The Guide to Personnel Recordkeeping](#) to decide what documents submitted or created in connection with the action should be filed in the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.
- h. Follow instructions in [The Guide to Personnel Recordkeeping](#) to transfer the Official Personnel Folder. After you dispatch it, if you find any long-term (right/permanent side) records that belong to the Folder, send them immediately to the address to which the Folder was sent. Be sure employee's full name, social security number, and date of birth are on *each form or document*.

Job Aid

Actions When an Employee Separates

Instructions: This list is intended as a reminder of actions that may be required when an employee separates. Follow your agency procedures to be sure that all required actions are taken.

<i>If the Employee</i>	<i>Then</i>
Separates for a reason other than death	On or before the separation date, give the employee a completed Standard Form 8 showing the full address of the payroll office maintaining the records.
Is enrolled in a health benefits plan	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
Has Federal Employees' Group Life Insurance (FEGLI) coverage	Follow instructions in The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
Is covered by the Civil Service Retirement System or the Federal Employees' Retirement System	Follow instructions in The CSRS and FERS Handbook for Personnel and Payroll Offices .
Was receiving or was entitled to receive severance pay based on a previous separation	Send a copy of the separation SF-50 to the agency responsible for the severance pay fund so they will know to begin or resume any required payments.
May be entitled to severance pay based on this separation	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 550 .)
May be eligible for consideration under the agency's reemployment priority list, agency career transition assistance plan, or the interagency career transition assistance plan	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 330 .)
Was earning leave	Follow agency procedures for processing lump sum payments and preparing the Standard Form 1150, Record of Leave Data.

Tables

Table 31-A. Documenting Resignations

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
1	While employee is serving an initial appointment probation, or a trial period required by civil service or agency regulations (See note 7)		317	Resignation	RUM	Reg. 715.202 Other	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation. 2. See Regulation 752.401(c) 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. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	Jump to listing of Remarks (Use as many remarks as are applicable)
2	While employee is serving under an appointment that does not afford an appeal right (See note 2 and 7)							
3	While employee is serving a probationary period in the Senior Executive Service (See note 7)							
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 U.S.C., chapter 75			RQM	Reg. 715.202 CAA (See Note 3)		
5		Action is proposed under agency procedures equivalent to 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (See Note 3)		
6		Action is proposed under other procedures not described in Rules 1-5			RSM	Reg. 715.202 OAA (See Note 3)		

Table 31-A. Documenting Resignations, Continued

12

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period		317	Resignation	R6M	Reg. 715.202 Prob	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	Jump to listing of Remarks (Use as many remarks as are applicable)
8	After receiving notice of proposed removal or placement out of the Senior Executive Service for unacceptable work performance during probation		312	Resignation-ILIA	R6M	Reg. 715.202 Prob		
9	Reserved				Reserved			
10	After receiving notice of proposed placement out of the Senior Executive Service for less than successful performance following completion of Senior Executive Service probation				R7M	Reg. 715.202 Perf		
11	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10	Action is proposed under 5 CFR part 432			R7M	Reg. 715.202 Perf		

Table 31-A. Documenting Resignations, Continued

13

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
12	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10	Action is proposed under agency procedures equivalent to those under 5 CFR part 432	312	Resignation-ILIA	R8M	Reg. 715.202 Eq Perf	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	Jump to listing of Remarks (Use as many remarks as are applicable)
13		Action is proposed under procedures not described in Rules 11-12			RUM	Reg. 715.202 Other		
14	After employee receives written notice that position will be contracted out under Office of Management and Budget Circular A-76				RTR	Reg. 715.202 (A-76)		
15	In lieu of proposed or pending reduction in force action or after written notification that position is being abolished	When Rule 14 does not apply			RTM	Reg. 715.202 RIF		

Table 31-A. Documenting Resignations, Continued

14

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
16	After receiving notice of a new assignment as part of an established rotation policy within the agency or that was directed by the agency (See note 4)	Assignment is out of commuting area and was not provided for at time of appointment	312	Resignation-ILIA	RXM	Reg. 715.202 Relo	- When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation. - 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." - If an employee declines a reassignment and the agency issues a notice of proposed separation that is then followed by the employee's resignation, use Rules 20-22. - Use this rule only when the employee has been notified in writing of the proposed action.	Jump to listing of Remarks (Use as many remarks as are applicable)
17	After receiving written notice of a new assignment as a result of his or her job being contracted out under Office of Management & Budget Circular A-76				RPR	Reg. 715.202 (A-76 Assignment)		
18	After receiving notice of a new assignment as a result of his or her job function being moved outside of employee's commuting areas (See note 4)	New assignment is <i>not</i> the result of contracting out under Office of Management and Budget Circular A-76			RWM	Reg. 715.202 Reas		
19	In lieu of an involuntary action described in Chapter 44 of The CSRS & FERS Handbook , and not covered in Rules 1-18	Employee has received written notice of the proposed action			RPM	Reg. 715.202		
20	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (See note 5)	Action is proposed under 5 U.S.C., chapter 75			RQM	Reg. 715.202 CAA (See note 3)		
21		Action is proposed under agency procedures equivalent to those under 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (See note 3)		

Table 31-A. Documenting Resignations, Continued

15

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 (See note 5)	Action is proposed under other procedures not described in Rules 1-21	312	Resignation-ILIA	RSM	Reg. 715.202 OAA (See note 3)	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-App't 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.	Jump to listing of Remarks (Use as many remarks as are applicable)
23	Under conditions not covered in Rules 1-22 (See note 6 and 7)		317	Resignation	RPM	Reg. 715.202	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 Table 31-B . 7. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	

Table 31-B. Documenting Separations other than Resignations and Retirements Summary

<i>If Action is based on</i>	<i>Go to Rules</i>
Abandonment of position	61
Appointment in another agency	2-12
Conduct	35-40
Conduct and Performance	41-46
Contracting out of Employee's Position	17
Death	1
Death in the Line of Duty	64
Directed Reassignment, failure to accept	21-23
Expiration of Appointment	14
Failure to qualify for conversion	57-60
Function or activity moves, employee declines to accompany	24-26
Lack of work/funds when employee is on a temporary appointment	18-19
Merit Systems Protection Board instruction	53
National security, directed by head of agency	56
Office of Personnel Management instruction	54-55
Performance	27-34
Pre-appointment conditions	47-52
Reemployed annuitant, employee being a	62
Reduction in Force (RIF)	15-16
Relocation of a Department of Defense Sponsor	20
Uniformed Services, duty with	13
Circumstances not listed above	63-66

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

17

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
1	Because of death of employee (See note 5)		350	Death		(No entry required)	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. 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. 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.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Because employee moves without break in service from one Senior Executive Service position to another in a different agency (See note 1)		352	Termination- Appt In (Agency)	VCR	5 U.S.C. 3395		
3	When a Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by the appointing officer	Action is based on unacceptable performance during the Senior Executive Service probationary period			VDJ	5 U.S.C. 3594(a)		
4		Action is based on less than fully successful performance following the Senior Executive Service probationary period			VCS	5 U.S.C. 3594(b)(1)		
5		Action is based on reduction in force			VCT	5 U.S.C. 3594(b)(2)		
6		Reserved			Reserved	Reserved		
7	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (See notes 1 and 2)	Separation is because function moves from one agency to another			PDM	Reg. 351.302		

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

18

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 (See notes 1 and 2)	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.	Jump to listing of Remarks (Use as many remarks as are applicable)
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (See notes 1 and 2)	Employee accepts a job at a lower grade job	352	Termination-Appt In (agency)	DKM	Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)	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.	
10		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)	6. Use Secondary LAC2 RZM when actions are processed in support of Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.<	
11	To transfer to an international organization				PZM	Reg. 352.308		
12	To accept appointment with the American Institute in Taiwan				ZPM	P.L. 96-8		
13	Because employee is entering on duty with the uniformed services (See note 6)	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation-US	Q3K	5 CFR part 353		

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

19

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

20

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 (See note 3)	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	Reg. 715.202	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 Return to In Person Work effective 1/20/2025.	Jump to listing of Remarks (Use as many remarks as are applicable)
21	Because employee declined to accept a directed reassignment, outside the commuting area, which was not provided for in employee's position description or employment agreement. (See note 7)	Action is effected under 5 U.S.C., chapter 75	330	Removal	V9A	5 U.S.C. 75 Reas		
22		Action is effected under agency procedures, equivalent to those under 5 U.S.C., chapter 75 , that afford employee appeal rights			V9B	5 U.S.C. 75 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

21

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
24	Because employee declined to accompany his or her function or activity when it was moved outside of the employee's commuting area	Action is effected under 5 U.S.C., chapter 75	330	Removal	VJJ	5 U.S.C. 75 Relo		Jump to listing of Remarks (Use as many remarks as are applicable)
25		Action is effected under agency procedures, equivalent to those under 5 U.S.C., chapter 75 , that afford employee appeal rights			V2J	5 U.S.C. 75 Relo-Eq		
26		Action is effected under procedures that do not afford employee appeal rights			UTM	(Enter Agency Authority)		
27	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under Part 432, Civil Service Regulations	330	Removal	QGM	Reg. 432.101		
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under agency procedures, equivalent to those required under part 432, Civil Service Regulations , that afford employee appeal rights	330	Removal	QHM	Reg. 432.101 Eq		
29	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Action is processed under part 752D, Civil Service Regulations	330	Removal	VWP	5 U.S.C. 7513		
30		Action is processed under agency regulations, equivalent to those required under part 752D, Civil Service Regulations , that afford employee appeal rights			VWR	5 U.S.C. 7513 Eq		

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

22

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
31	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Employee is serving an initial probationary period	385	Termination during prob/ trial period	L2M	Reg. 315.804		Jump to listing of Remarks (Use as many remarks as are applicable)
32		Employee is serving a trial period required by civil service or agency regulation			L4M	Reg. 315.804 Eq		
33		Employee is currently serving a probationary period in the Senior Executive Service			V2M	5 U.S.C. 3393		
34		Employee is serving on an appointment not described in Rules 31-33 that does not afford appeal rights			ZLK	(Enter Law, Executive Order or Regulation that authorizes termination because of performance)		
35	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Is effected under 5 U.S.C., chapter 75 (under civil service adverse action procedures)	330	Removal	V6J	5 U.S.C. 75 Postappt		
36		Is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C., chapter 75 , that afford employee appeal rights			V8J	5 U.S.C. 75 Postappt-Eq		
37	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the separation is not covered under Rules 27-34)	Is effected during an initial appointment probation	385	Termination during prob/ trial period	L2M	Reg. 315.804		
38		Is effected during a trial period required by civil service or agency regulations			L4M	Reg. 315.804 Eq		
39		Is effected during the probationary period of a Senior Executive Service career appointee			VYM	5 U.S.C. 3393 Postappt		

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

23

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
40	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Employee is serving on an appointment other than one described in Rules 37-39 that does not afford appeal rights	357	Termination	ZLJ	(Enter Law, Executive Order or Regulation that authorizes termination because of misconduct)		Jump to listing of Remarks (Use as many remarks as are applicable)
41	Because of employee's conduct or delinquency after entrance on duty <i>and</i> because of unacceptable performance	Is effected under 5 U.S.C., chapter 75 (under civil service adverse action procedures)	330	Removal	VAJ	5 U.S.C. 75		
42		Is effected under an agency authority, following procedures equivalent to those required under 5 U.S.C., chapter 75 , that affords employee appeal rights			VHJ	5 U.S.C. 75 Eq		
43		Is effected during an initial appointment probation	385	Termination during prob/trial period	L5M	Reg. 315.804 Mix		
44		Is effected during a trial period required by civil service or agency regulations			LXM	Reg. 315.804 Eq Mix		
45	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Is effected during the probationary period of a Senior Executive Service career appointee	385	Termination during prob/trial period	V2M	5 U.S.C. 3393		

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

24

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
46	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Employee is serving on an appointment other than one described in Rules 43-45 that does not afford appeal rights	357	Termination	ZLL	(Enter Law, Executive Order, or Regulation that authorizes termination because of <i>both</i> misconduct and performance)		Jump to listing of Remarks (Use as many remarks as are applicable)
47	Because of conditions arising in whole or in part before employee's entrance on duty, such as making false statements on application/ resume or failure to qualify in investigation	Is effected under 5 U.S.C., chapter 75 (under civil service adverse action procedures)	330	Removal	V5J	5 U.S.C. 75 Preappt		
48		Is effected under an agency authority, following procedures equivalent to those required under 5 U.S.C., chapter 75			V7J	5 U.S.C. 75 Preappt Eq		
49		Is effected during an initial appointment probation	385	Termination during prob/trial period	L6M	Reg. 315.805		
50		Is effected during a trial period required by civil service or agency regulations			L8M	Reg. 315.805 Eq		
51		Is effected during the probationary period of a Senior Executive Service career appointee			VUM	5 U.S.C. 3393 Preappt		
52		Employee is serving on an appointment other than one described in Rules 49-51 that does not afford appeal rights	357	Termination	UXM	(Enter Law, Executive Order, or Regulation that authorizes the termination)		

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

25

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
53	Instructed by the Merit Systems Protection Board		357	Termination	VAA	5 U.S.C. 1204	4. If employee is later found, in fact, to have resigned before the termination was processed, the termination can be corrected (following the procedures in Chapter 32) to show a resignation.	Jump to listing of Remarks (Use as many remarks as are applicable)
54	Instructed by the Office of Personnel Management	Is based on suitability reasons	330	Removal	RYM	Reg. 731.201		
55	Instructed by the Office of Personnel Management	Is based on reasons other than suitability	357	Termination	A3M	CS Rule V		
56	Effected by agency head in the interest of national security		330	Removal	V4J and ZEM	5 U.S.C. 7532 and E.O. 10450		
57	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704	Action is effected under procedures of 5 U.S.C., chapter 75			LTM and VAJ	Reg. 315.704(c) -conduct and 5 U.S.C. 75		
58	Because employee failed to qualify for conversion under Regulation 315.704	Action is not effected under procedures of 5 U.S.C., chapter 75	357	Termination	LTM	Reg. 315.704(c) -conduct		
59	Because employee failed to qualify for conversion under Regulation 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination	Action is effected under 5 U.S.C., chapter 75	330	Removal	LUM and VAJ	Reg. 315.704(c) and 5 U.S.C. 75		
60	Because employee abandoned his or her position (See note 4)	Action is not effected under 5 U.S.C., chapter 75	357	Termination	LUM	Reg. 315.704(c)		
61	Of a reemployed annuitant serving at the will of the appointing authority	The basis and procedure for the termination are not covered in Rules 14-61			C7M	Reg. 715.202 -Abandonment		
62	For employee to accept employment with a non-Federal Government entity that takes over his or her Federal functions	The employee will continue to receive Federal benefits			VCM	5 U.S.C. 3323		
63			390	Separation- Appt In (name of entity)	ZLM	(Cite specific statute that authorizes the transfer of function)		

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

26

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 Deferred Resignation effective 1/28/2025. >Use Secondary LAC2 ADR when processing actions for agency specific deferred resignation programs.< 7. Use Secondary LAC2 Z3Z when actions are processed in support of Return to In Person Work effective 1/20/2025.	Jump to listing of Remarks (Use as many remarks as are applicable)
65	Under circumstances not described elsewhere in this table (See notes 6 and 7)	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)		
66		Employee is not entitled to appeal the separation	357	Termination				

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply)Return to Table [31-A](#), [31-B](#)

Rule	If	And	And	Then Required Remarks Codes Are	Notes
1	Nature of action code is <i>not</i> 350 or 354			M67	1. See Table 31 D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50. 3. When employee's reason for resigning is work connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
2	Employee is resigning	Gave a reason for resignation		R19	
3		Gave no reason for resigning		S68	
4	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance (See notes 2 and 3)	Employee filed a grievance	M26	
5			Employee did not file a grievance	M27	
6	Senior Executive Service Career Appointee is resigning	Resigns after receiving notice of removal or placement out of the Senior Executive Service during probation		M58	
7		Resigns after receiving notice of placement out of the Senior Executive Service for less than fully successful performance following completion of Senior Executive Service probation		M58 and S82	
8			Reserved	Reserved	
9					
10	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency <i>proposes</i> to take	Employee has been serving on an appointment which does afford appeal rights (See note 2)	The action proposed was a separation action	S31	
11			The action proposed was a demotion	S32	
12			The action proposed was a suspension	S33	
13	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency has <i>decided</i> to take		The pending action was a separation action	S28	
14			The pending action was a demotion	S29	
15			The pending action was a suspension	S30	
16	Employee resigns after receiving notice that within-grade increase will be denied but before the 888/Denial of Within-grade Inc action is effected			S80	

Table 31-C. Codes for Required Remarks, Continued

28

Rule	If	And	And	Then Required Remarks Codes Are	Notes
17	Employee resigns during initial appointment probation			S65	1. See Table 31 D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50. 6. These instructions do not apply when action is 352/Termination Appt in (agency).
18	Employee resigns during trial period			S66	
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of <i>proposed</i> position change for failure to satisfactorily complete that probationary period		S74	
20		Resigns after being notified of <i>decision</i> on position change as a result of failure to satisfactorily complete that probationary period		S75	
21	Employee received a reduction-in-force notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56	
22			Gave reasons for declining the offer	S51, S54, and R55	
23		Was not offered another job		S51 and S58	
24	Separation is based on employee's declination of relocation			R53	
25	Separation is based on employee's declination of assignment			R52	
26	Employee is terminated after receiving a written notice of adverse action <i>proposed</i> by the Office of Personnel Management or agency (See note 6)	The termination was for reasons other than the proposed adverse action (See note 2)	The action proposed was a separation	S42	
27			The action proposed was a demotion	S41	
28			The action proposed was a suspension	S40	
29	Employee is terminated after receiving a written notice of <i>decision</i> on an adverse action proposed by the Office of Personnel Management or agency (See note 6)	The termination was for reasons other than the pending adverse action (See note 2)	The decision was a separation	S45	
30			The decision was a demotion	S44	
31			The decision was a suspension	S43	
32	Separation is ordered by the Merit Systems Protection Board			S73	
33	Separation is ordered by the Office of Personnel Management			S46	
34	Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board			S47	
35	Nature of Action is 355/Termination—Exp of Appt			S57	
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78	

Table 31-C. Codes for Required Remarks, Continued

29

Rule	If	And	And	Then Required Remarks Codes Are	Notes
37	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"		E59	1. See Table 31-D to translate codes into actual remarks. 4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation. 5. See 5 CFR part 550, subpart G , to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)	Employee was in phased retirement status at time of death		P82	
39	Employee's total salary includes a supervisory differential			P80	
40	Nature of action code is 350 or 354			M19	
41	Employee's total salary includes availability pay			P98	
42	Pay in position from which employee is separating has been set at a special rate under 5 U.S.C. 5305			P05	
43	Employee was receiving (or was entitled to receive) severance pay at the time of current appointment based upon a previous separation (See note 4)	Severance pay is to be resumed by agency responsible for severance pay fund. (See note 5)		N20	
44		Employee lost entitlement to severance pay (See note 5)		N23	
45		Severance pay is to be <i>recomputed</i> by agency responsible for severance pay fund (See note 5)		N21	
46	Employee is entitled to severance pay based upon the separation (See note 5)			N22 and N59	

Table 31-C. Codes for Required Remarks, Continued

30

Rule	If	And	And	Then Required Remarks Codes Are	Notes
47	Employee's separation is involuntary	Employee is not entitled to severance pay		N23	1. See Table 31-D to translate codes into actual remarks 7. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the credit to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
48	Employee completed requirements for a within-grade increase <i>on or before</i> separation date	The within-grade increase was not effected		P16	
49	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is known	Retained rate will terminate during period of lump sum payment	N26 and P18	
50			Retained rate will not terminate during period of lump sum payment	N26	
51			Employee does not have retained rate		
52		The exact number of hours of unused annual leave is not yet available	Retained rate <i>will</i> terminate during period of lump sum payment	N27 and P18	
53			Retained rate <i>will not</i> terminate during period of lump sum payment	N27	
54			Employee does not have retained rate		
55	Employee has been in nonpay status during current calendar year	Total nonpay status during current calendar year exceeds 6 months		G31	
56	Separation is from intermittent employment	Employment has been without compensation (WC)		G29 (See note 7)	
57		Employment has been <i>with</i> pay		G30 (See note 7)	
58	Employee may be barred from annuity under 5 U.S.C. chapter 83 , subchapter II	Employee is <i>eligible</i> to apply for an immediate annuity		M61	
59		Employee is <i>not eligible</i> to apply for an immediate annuity		M60	
60	Separation results from work-related injury/disability (see 5 U.S.C. 8102)	Employee is eligible for continuation of pay		N11 and N12	
61				N10	

Table 31-C. Codes for Required Remarks, Continued

31

Rule	If	And	And	Then Required Remarks Codes Are	Notes
62	Employee, who is separating from Federal service, has life insurance coverage	Employee has made an assignment of life insurance coverage		B69	1. See Table 31-D to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50. 8. See The Employees Health Benefits Handbook for information about determining whether an involuntary separation is due to gross misconduct.
63		Employee has not made an assignment of life insurance coverage		B46	
64		Is separating to enter on active duty with the uniformed services		B76	
65	Employee, who is separating from Federal service, has health benefits coverage	Separation is involuntary due to gross misconduct (See note 8)	Is not being placed on the Office of Workers' Compensation Programs rolls	B47	
66		Separation is not described in Rule 65		B53	
67	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund employees			B63	
68	Employee under the Federal Employees Retirement System is separated after attaining the minimum retirement age (MRA) and completing 10 years of creditable service (see The CSRS and FERS Handbook , Chapter 42)			B62	
69	Employee under the Federal Employees Retirement System is separated after completing 10 years of creditable service (see The CSRS and FERS Handbook , Chapter 42)			B61	
70	Employee is transferred to an international organization			M62	
71	Employee separates to go to the American Institute in Taiwan under P.L. 96-8	The action is based on unacceptable performance during probation or less than fully successful performance following probation.		M04	
72	Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency			M58	
73	Employee abandoned his or her position			S20	
74	Employee will have reemployment rights	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	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			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	

Table 31-C. Codes for Required Remarks, Continued

32

Rule	If	And	And	Then Required Remarks Codes Are	Notes
77	Action is a 330/Removal			S47	- See Table 31-D to translate codes into actual remarks. - 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.
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 Deferred Resignation effective 01/20/2025			R56	
>80<	>If employee retirement is due to an agency specific deferred resignation program.<			>R23<	

Table 31-D. Codes and Corresponding RemarksReturn to Table [31-A](#), [31-B](#), [31-C](#)

Remark Code	Then remark is
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
B63	Elected to retain coverage under a retirement system for NAF employees.
B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active-duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181 , you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook .
E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 late.]
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
M04	Under P.L. 96-8 , is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
M19	Certify full time salary for FEGLI.
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M58	No SES reinstatement rights.
M60	Information on possible 5 U.S.C. chapter 83 , subchapter. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
M61	Possible 5 U.S.C. chapter 83 , subchapter. II, case. [Note: Enter this on payroll copy only of SF-50 .
M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
M64	You have employment rights in (agency) for (how long) under (authority).

Table 31-D. Codes and Corresponding Remarks, Continued

34

Remark Code	Then remark is
M67	Forwarding address:
M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
N10	To (or expected to) be paid under 5 U.S.C. chapter 81 .
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81 , section 8118.
N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
N22	Entitled to (\$) severance pay fund to be paid at the rate of (\$) per week over (number) of weeks beginning (date).
N23	Not entitled to severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour).
N27	Lump sum payment to be made for any unused annual leave.
N59	OPF retained by (name & address of office).
P05	Special rate under 5 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).
	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).
>R23<	>Agency Deferred Resignation.<
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	*** 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).

Table 31-D. Codes and Corresponding Remarks, Continued

35

Remark Code	Then remark is
S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
S46	Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation).
S47	Reason(s) for removal: (state reason(s)).
S48	Reason(s) for termination: (state reason(s)).
S51	RIF notice dated (date).
S54	Offered job(s) of (position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S73	Separated by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
S74	Agency Finding: Resigned after receiving notice of proposed position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S75	Agency Finding: Resigned after receiving notice of decision on position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S78	Employee is accompanying a U.S. Government sponsor overseas.
S80	Agency Finding: Resigned after receiving notice that within-grade increase would be denied.
S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reason(s)).
S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h) .
S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2) .

Chapter 32: Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations Natures of Action 001, 002, 198, 199, 293, 867, and 868

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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.

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Do not process actions with this guide

1. Coverage

- a. This chapter provides instructions for processing personnel actions that provide interim relief for employees who prevail in initial actions before the Merit Systems Protection Board, for actions that correct or cancel previously issued actions, and ones that replace cancelled actions. See Chapter 3 for more guidance on cancellations and retroactive personnel actions.

2. Definitions

- a. A **correction** changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it just changes the way in which it occurred or was documented **>on the SF-50<**. The following are examples of situations in which a correction is necessary:
 - i. Nature of action is wrong; for example, appointment is documented as "Reinstatement-Career" and should be "Reinstatement-Career Conditional"
 - ii. Legal authority is wrong; for example, authority indicates action is based on reclassification when it is the result of a career ladder promotion
 - iii. Required remarks have been omitted from the action or **>are recorded with incorrect information; for instance, the incorrect dates are listed for career tenure in remark T07<** ***
 - iv. Step and salary are wrong; for example, the "highest previous rate" rule has been applied incorrectly on an appointment
 - v. Employee's retirement coverage is wrong; for example, is shown as "FICA & FERS" instead of "FICA & CSRS (Partial)"
 - vi. Tenure, Annuitant Indicator, or another block on the [SF-50](#) is documented incorrectly
- b. A **cancellation** rescinds an earlier action that was improper, that was proper but contains references to an improper action,

or that contains remarks that are inappropriate or erroneous and that should not have been recorded. The following are examples of situations in which a cancellation is necessary:

- i. A decision orders an action to be rescinded, withdrawn or expunged
 - ii. An appointing officer determines an action should never have occurred, for example: within-grade increase to GS-05, step 5 was processed when employee had completed only 52 weeks of service (instead of the required 104) at GS-05, step 4
 - iii. Employee requests reconsideration of negative within-grade increase determination and the negative determination is overturned; for example, an action documented as 888/Denial of WGI must be rescinded
 - iv. Appointment is void because of an absolute statutory bar to it, because the employee was guilty of fraud regarding the action, or ~~>because the employee<~~ deliberately misrepresented or falsified a material matter
 - v. Change in tenure group, annual comparability pay adjustment, and realignment actions show employee to be at GS-05 when change to lower grade from GS-06 to GS-05 has been cancelled (cancelled actions must be replaced with ones showing employee to be at GS-06)
 - vi. Resignation [SF-50](#) of an employee who is serving an initial appointment probationary period shows, "Agency Finding: Resigned after receiving written notice of pending separation for misconduct." (Since the appointment does not afford appeal rights, no "agency finding" or reasons may be placed on ~~***>the employee's<~~ resignation. The cancelled action must be replaced with one from which the "agency finding" has been deleted.)
- c. A **replacement action** is one that takes the place of a cancelled [SF-50](#) when:

- i. Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or
 - ii. The original action was cancelled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or
 - iii. The original **>action<** was cancelled because it in some way reflected the effects of another personnel action that was also cancelled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was cancelled).
- d. A **newly required action** is one required because of a decision or a cancellation. For example, a change to lower grade is cancelled, thus returning employee to *****>their<** prior grade. If the employee would have received a within-grade increase (WGI) if *****>they<** had remained in the prior grade, the action to document the WGI is a newly required action.
- e. A **decision** (for purposes of this Guide) is:
- i. A Court Order; or
 - ii. A decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or
 - iii. An arbitral award or a decision of an agency head that adopts the recommendations of an agency factfinder; or
 - iv. A settlement agreement between an individual and an agency under circumstances other than those **>described<** above.

3. SF-50 Preparation

- a. The employee's current servicing personnel office is responsible for preparing cancellation actions, correction actions, replacement actions and newly required actions—regardless of where the person was employed on the date when the action was or should have been effective. This means that the agency that finds an error on a personnel action processes an 002/Correction action to correct it, no matter when and by whom the error was made. Use [Table 32-A](#), [32-B](#), and [32-C](#) to determine when actions are required, the number of actions that must be processed, and the [SF-50](#) items that must be completed.
- b. Identify the agency that prepares the cancellation, correction, or replacement action in block 47 (Agency Code) and 48 (Personnel Office); show the date on which the cancellation, correction, or replacement action is approved in block 49 (Approval Date).

4. Correction Action

- a. If an error appears on only one [SF-50](#), process a single 002/Correction to change that [SF-50](#). If an error appears on more than one [SF-50](#), you may process either an 002/Correction for each [SF-50](#) on which the error appears or you may prepare a single 002/Correction to change the most recent [SF-50](#) on which the error appears. If you prepare a single correction, use remark C12 to identify the other [SF-50s](#) to which the correction applies. Follow instructions in [Figure 32-1](#) to complete the [SF-52/SF-50](#).
- b. Determine if the correction action affects any other personnel action(s) in the Official Personnel Folder, or affects the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the Folder to see if they contain incorrect data. If so, correct the actions and records. Consult the Privacy Act specialist in your office for the proper procedures.
- c. Check [The Guide to Personnel Recordkeeping](#) to determine if any of the documents submitted or created in connection with the action should be filed on the right >(permanent)< side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.

- d. Distribute [SF-50](#) copies according to agency instructions. When the correction is of an action effectuated by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action. Ask that it be forwarded to the appropriate offices for action, for example, to the payroll office. Also send copies of any other forms related to that action. If the original action was filed on the right **>(permanent)<** side of employee's Official Personnel Folder, file the correction on top of the action that it corrects. (Make sure that all entries on the [SF-50](#) placed in the employee's OPF are readable).

5. Cancellation Actions

- a. Follow instructions in [Figure 32-2](#) to complete the [SF-52](#) and [SF-50](#).
- b. Determine if the cancellation action affects any other personnel action(s) in the Official Personnel Folder or affects the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the Folder to see if they now contain erroneous information. If so, take the necessary action to assure that actions and records contain accurate information. Consult the Privacy Act specialist in your office for the proper procedures.
- c. Follow your agency's instructions to change the record in your agency's service record system, making sure to delete all actions or items referring to a cancelled action. When a replacement action is required to erase the effects of a cancelled action, record only the replacement action, making no reference to the cancelled action.
- d. Unless specifically instructed to do so by the agency that issued the decision, do not file the cancellation [SF-50](#) in the Official Personnel Folder. Instead, remove from the Folder the personnel action ([SF-50](#)) being cancelled, the related [SF-52](#), and supporting documents. If the cancellation results from an appeal, grievance, or complaint, file the cancellation [SF-50](#) (as well as the material removed from the Folder) in the appeal, grievance, or complaint file. Otherwise, destroy the material removed from the Official Personnel Folder. (Note: When an employee is appointed improperly through no fault of *****>their<** own and the Office of Personnel Management cannot regularize the appointment, the agency must separate the

*employee. The Comptroller General has ruled that in these cases, if the employee served in good faith, ***>the employee does< not lose the pay and service credit earned on the improper appointment. To ensure that employee receives credit for this service in the future, retain both the original SF-50 and the cancellation action in the Folder.)*

- e. Distribute the remaining [SF-50](#) copies according to agency instructions. When the cancellation is of an action effectuated by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action and ask that it be forwarded to the appropriate offices, for example, the payroll office. Send with the [SF-50](#) a copy of the decision that was the basis for the action, as well as any other forms related to the action.

6. Newly Required and Replacement Actions

- a. When an action is newly required by a decision, or is a replacement for a cancelled action, >refer to< [Table 32-A](#), [Table 32-G](#), and the chapter >of this Guide< that covers the action to be processed to select the nature of action, legal authority, and remarks. For example, if a within-grade increase is newly required, follow the instructions in [Table 32-A](#), [Table 32-G](#), and in Chapter 17; if a reassignment action replaces a removal that has been cancelled, follow the instructions in [Tables 32-A](#) and [32-G](#) and in Chapter 14. *Never place on a newly required or a replacement action any references to the appeal, complaint, or decision that resulted in the need for the action.* (Always use the current edition of the [SF-50](#) and the instructions in the Guide to process replacement and newly required actions.)
- b. If, on the effective date of the action, the agency would not have had appropriate authority to take the necessary action (for example, the decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), cite "HAM/[Reg. 250.101](#)" as the legal authority. This is a general "do-what-the-decision-says" authority. Its use avoids the need to cite a specific order or decision that would identify more specifically the employee's original complaint and result in

irrelevant information being placed on the [SF-50](#) and in the Official Personnel Folder. This protects the employee's privacy and satisfies the usual intent of decisions.

7. Actions to Provide Interim Relief

Follow the instructions in [Figure 32-3](#) to process actions to provide interim relief.

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Figures

Figure 32-1. Special Instructions for Processing Correction Actions

Note: Pen-and-ink corrections may be made to correct [SF-50](#) information that is not required by or reported to the Office of Personnel Management. However, ***under no circumstances*** may an agency “x” out or use pencil, pen and ink, “white-out,” or erasures to correct [SF-50](#) information that is required by or reported to OPM.

Nature of Action

- The nature of action and code for all corrections are 002/Correction plus the nature of action and code of the action being corrected. For example, if a promotion is being corrected, enter the following in blocks 5A and 5B and 6A and 6B of the [SF-52](#):

5A	5B	6A	6B
002	Correction	702	Promotion

- If the nature of action and code on the original [SF-50](#) are being corrected, show the correct nature of action and code in blocks 6A and 6B. Then, explain the correction in the remarks block on the [SF-50](#). For example: “Correct items 6A and 6B (items 5A and 5B on original action) from 703/Promotion NTE.” When the action being corrected was effective prior to the implementation of this Guide, the nature of action and code being corrected may not be ones that are still in use. When this happens, use remark C30: “Nature of action and code shown on original action are no longer in use.”

Authority

- No authorities or codes are needed in blocks 5C–5F.
- Enter the authority code and authority of the action being corrected in blocks 6C–6F. If there is no correction to the code or authority, repeat these entries as they appeared on the original action. When the action being corrected was effective prior to the implementation of this Guide, it will not have had an authority code and may not have had an authority. When this happens, use the code and authority that are required for the current actions processed under the instructions in

this Guide. If the authority(ies) or code(s) are being corrected, enter the correct one(s) in blocks 6C–6F and use remark number C11 to explain what was corrected. For example: "Corrects items 6C and 6D (5C and 5D on original action) from MUM [Reg. 316.401](#)."

Effective Date

- With one exception, the effective date is the same as that shown on the original [SF-50](#) (the one being corrected). Exception: if the effective date on the original [SF-50](#) was wrong, show the correct effective date in block 4 on the correction [SF-50](#). Then, explain the correction in the remarks block on the [SF-50](#). Example: "Corrects item 4 from 05-13-***>22<."

Remarks

- Use Table [32-D](#) to select required remarks to explain the correction(s).
- When a remark is corrected or deleted, enter remark C18 in block 45 to explain. Example: "Corrects item 45 to read:" Use the chapter that covers the original action to determine the remarks that are required.
- When block numbers on the original action differ from the block numbers in which the corrected data appear, reference both numbers in the remarks that are used to explain the correction; list first the block number in which the data appear on the correction action and then, in parentheses, the block number in which the data appeared on the original action.

Examples

- "Corrects items 6A and 6B (5A and 5B on original action) from. . . ."
"Corrects item 45 (37 on original action) to read. . . ."

Other SF-50 Data Elements

- If an error appeared in an [SF-50](#) data element other than one listed above, enter the correct information in the corresponding block on the correction action. Use remark C11 to explain each correction and repeat the remark for each block being corrected. Example: "Corrects item 31 from '05-18-***>22<.' Corrects item '24' from '2.' Corrects item 32 from 'P Part-time.' "

Figure 32-2. Special Instructions for Processing Cancellation Actions

Nature of Action

- The nature of action and code for all cancellations are 001/Cancellation, plus the nature of action and code of the action being cancelled. For example, if a suspension is being cancelled, enter the following in blocks 5A and 5B and 6A and 6B of the [SF-52](#):

5A	5B	6A	6B
001	Cancellation	450	Suspension NTE (date)

Authority

- Use [Table 32-E](#) to select the appropriate authority and code; enter them in blocks 5C-5F.

Remarks

- Use [Table 32-F](#) to select the appropriate remarks to explain the cancellation action. Do not repeat the remarks from the original [SF-50](#) (the one being cancelled) on the cancellation.

Figure 32-3. Actions to Provide Interim Relief

>Notes and Remarks columns have been added.<

#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
1	Employee who was separated is placed in pay and duty status.	Process SF-50 for a 199/Interim Appt. using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	- Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. - If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The Federal Employees Group Life Insurance Handbook. - Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. >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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
2	Employee who was separated is placed in paid <i>nonduty</i> status because agency determines their return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 198/Interim Appt in Nonduty Status , using R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25 , "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >4, and 5.<)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3) of this figure). Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	- Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. - If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. - Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. - To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. >Use 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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
3	Civil Service Retirement System or Federal Employees' Retirement System annuitant is brought back in pay and duty status.	Process SF-50 for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, 4, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4.)	- Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. - If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. - Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. - To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. >Use 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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
4	Civil Service Retirement System or Federal Employees Retirement System annuitant is brought back in paid <i>nonduty</i> status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 198/Interim Appt in Nonduty Status , suing R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, 4, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4.)	- Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. - If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. - Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. - To notify OPM, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF-50 that documented the interim appointment, the SF-50 that documented the termination, or the ones that documented cancellation of the interim relief and the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001. >Use 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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
5	Appellant who was an applicant for employment is placed in pay and duty status.	Process SF-50 for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show the tenure, FEGLI, and retirement that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Notes 1, 2, >and 5<.)	Cancel the SF-50 that provided interim relief and all subsequent ones. (See Note 3.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.	- Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. - If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See The FEGLI Handbook. - Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 5. >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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
6	Appellant who was an applicant for employment is placed in paid <i>nonduty</i> status because agency determines their presence would be unduly disruptive to the work environment.	Process SF-50 for a 198/Interim Appt , using R9R/5 CFR part 772 as the authority. Show tenure, FEGLI, retirement, and position occupied code that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." >(See Note 5.)<	Cancel the SF-50 that provided interim relief and all subsequent ones. (See Note 3.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.	3. Cite AGM (MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 5. >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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
7	Employee who was placed in nonpay/non-duty status (e.g., was suspended) is being returned to pay and duty status.	Process SF-50 for 292/RTD , using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1.)	Cancel the SF-50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3.) Process all actions that should have occurred as the result of the decision.	If employee already would have returned to duty, cancel the SF-50 that provided interim relief. Replace it with a 292/RTD SF-50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF-50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. If employee would still be in nonpay/nonduty status had *** >the employee< not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.	1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.	Jump to listing of Remarks (Use as many remarks as are applicable)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
8	Employee who was placed in nonpay/non-duty status is being returned to pay status but not to duty status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process SF-50 for 293/Return to Pay Status , using R9R/5 CFR part 772 as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1 >and 5<.)	Cancel SF-50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3.) Process all actions that should have occurred as the result of the decision.	If employee already would have returned to duty, cancel the SF-50 that provided interim relief. Replace it with a 292/RTD SF-50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF-50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. If employee would still be in nonpay/nonduty status had *** >the employee< not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.	1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly-required or a replacement action. 5. >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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
9	Employee appealed denial of a General Schedule within-grade increase (WGI)	Process SF-50 for an 867/Interim WGI , using Q9K/Reg. 531.414(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1 >and 5<.)	Cancel this SF-50 and replace it with an 893/WGI effective on the date of the appellate decision ordering interim relief. Use Table 17-A to select the authority code and authority. Cancel any SF's 50 showing the step/salary resulting from the decision. (See Note 3.)	Process SF-50 for an 868/Termination of Interim WGI , using Q9M/Reg. 531.414(c) as the authority. Show in blocks 19 & 20 the step employee held prior to the 867 action and the salary for that step. Effective date is the date of the Merit Systems Protection Board's decision. Cite in block 45 remark N61/Per ***>Reg 531.223(f)<, the rate received solely during period of Interim WGI may not be used to establish highest previous rate.	1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action. 5. >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)

Figure 32-3. Actions to Provide Interim Relief, Continued

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#	Situation	Interim Relief Is Required	Employee Prevails on Review by the Full Board or When Initial Decision Becomes Final	Agency Prevails or Employee Requests or Agrees with Agency that Interim Relief Should Be Cancelled	Notes	Remarks
10	Employee who remained on the rolls in pay and duty status appealed another action (for example, change to lower grade) or agency's failure to take an action (for example, failure to promote).	Process SF-50 for action directed by the decision, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25, "This action provides relief required by Public Law 101-12 , pending final decision of the MSPB." (See Note 1.)	Cancel the SF-50 that provided interim relief. (See Note 3.) If employee appealed an action that occurred (for example, change to lower grade), cancel it and all subsequent actions. Replace with the action that should have occurred; process all other actions that should have occurred since that date. If employee appealed agency's failure to take an action (e.g., failure to promote), process action ordered by final decision, as well as all others that should have occurred since that date. Cancel all SF-50s processed since that date that do not reflect the decision.	Process SF-50 to return employee to pre-decision status (for example, change to lower grade if decision moved employee to a higher grade or reassignment if it moved employee to a different position at the same grade.) Cite as the authority R9P/Reg. 772.102(b) .	1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief. 3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.	Jump to listing of Remarks (Use as many remarks as are applicable)

Tables

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions
(See Notes 1 and 2)

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks
1	Action has been determined to be improper	It must be rescinded, withdrawn, or expunged from employee's records	Issue 001/Cancellation.		1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or of a newly required action is earlier than 01/01/82. 2. Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to the Office of Personnel Management (OPM). However, under no circumstances may an agency "x" out or use pencil, pen and ink, "white-out" or erasures to correct SF-50 information that is required by or reported to OPM.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Errors appear in SF-50 data that are required by or that are reported to the Office of Personnel Management (OPM)		Issue 002/Correction.			
3		Errors appear in the "Remarks" block	Issue 002/Correction, showing <i>only</i> the correct remarks.	Make <i>no</i> reference on the action to the incorrect remark.		
4		The exact same error(s) appear(s) on more than one previous action	Issue 002/Correction for the most recent SF-50 on which the error(s) appear(s).	Make sure that all entries on the correction pertain to the action identified by the nature of action on the correction.		
5	Errors appear only in SF-50 information that is <i>not</i> required by or reported to OPM (such as the position number or appropriation code)		Correction SF-50 is <i>not</i> required by OPM.	The error may be corrected in pen and ink on the SF-50 or the agency may correct the errors on an SF-50 with a 900 series nature of action.		
6	A correction action should not have been processed because data on the original action were correct		Issue a second 002 action to correct the <i>original</i> action.	Use remark code C11 to indicate that the item is being corrected from the documentation on the first correction. For example: The Service Computation Date on a 130/Transfer was 04-09->22<. An 002/Correction was issued to change it to 04-12->22<. Now you decide that the original date was correct. Prepare another correction with 002/Correction in blocks 5A-B and 130/Transfer in blocks 6A-B. Enter in Remarks, "Corrects item 31 from 04-12->22<."		

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly Required Actions, Continued

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Rule	If	And	Then	And	Notes	Remarks
7	Action that was cancelled must be replaced		Issue SF-50 with the nature of action, authority, and effective date that would have been used if action had been processed properly to begin with. Identify in blocks 46-50 the office that processes the replacement action, the date it is approved by the appointing official in that office, and the title of that official.	Make <i>no</i> reference to the action that was cancelled or to the reason for the replacement action.	1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this Guide even if the effective date of the original action or of a newly required action is earlier than 01/01/82.	Jump to listing of Remarks (Use as many remarks as are applicable)
8	Action is newly-required as a result of a cancellation		Prepare action using the nature of action, authority, and effective date that would have been used if action had been processed as it should have been. Enter in block 49 the date on which the appointing official actually approved the newly required action.	Make <i>no</i> reference to the reason the action is just now being processed.	2. Pen-and-ink corrections may be made to correct SF-50 information that is not required by or reported to the Office of Personnel Management (OPM). However, under no circumstances may an agency "x" out or use pencil, pen and ink, "white-out" or erasures to correct SF-50 information that is required by, or reported to, OPM.	

Table 32-B. Actions to Affect Cancellations and Corrections

>Notes and Remarks columns have been added.<

Rule	If	And	Then	And	Notes	Remarks
1	Only one action was processed on the original SF-50	That action needs to be cancelled	Process one 001/ Cancellation action.	Remove action being cancelled from the Official Personnel Folder (OPF) and place with OPF copy of the Cancellation SF-50 in the appropriate subject file (for example, if cancellation is the result of a decision on an adverse action appeal, place in subject file for the appeal).	1. When employee is entitled to credit for service on an improper appointment, retain both the original SF-50 and the cancellation action in the folder. See paragraph 5d of this chapter.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		That action needs to be corrected	Process one 002/ Correction action.	File OPF copy of correction in OPF on top of action it corrects.		
3	Two actions were processed on the original SF-50	Both actions need to be cancelled	Process two SF 50s: an 001/Cancellation action for each of the actions on the original SF-50.	Remove actions being cancelled from OPF and place with OPF copies of the Cancellation SF-50s in the appropriate subject file (e.g., if cancellations are the result of a decision on an adverse action appeal, place in subject file for the appeal)		
4		Only one action needs to be cancelled		Prepare a replacement SF-50 to provide a record of the "good" action. Remove original SF-50s from OPF (see Rule 3 above) and file replacement SF-50 in OPF.		
5	Two actions were processed on the original SF-50	The errors or omissions appear <i>only</i> in blocks 5A-5F (first nature of action and authority) or 45 (remarks)	Process one 002/ Correction action.	File the OPF copy of the correction in the OPF on top of the SF-50 it corrects.		
6		The errors or omissions appear <i>only</i> in blocks 6A-6F (second nature of action and authority) or 45 (remarks)				
7		The errors or omissions appear in both blocks 5A-5F and 6A-6F (first and second natures of action and authorities)	Process two 002/ Correction actions.	File OPF copies of corrections in OPF on top of the SF-50 they correct.		
8		The errors or omissions appear in blocks 1-4, 7-44, or 46-50				

Table 32-C. Completion of SF-50 for Cancellations and Corrections

>Notes and Remarks columns have been added.<

Rule	If	Then	Notes	Remarks
1	Action being corrected is an appointment	Prepare complete SF-50. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. (See Notes 1 and 2.)	1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Action being corrected is a conversion to appointment			
3	Action being corrected is not described in Rules 1 and 2	Correction can be processed with either a "skeletonized" SF-50 or a complete SF-50. When a "skeletonized" SF-50 is used, complete the following blocks: 1. Name 2. SSN 3. Date of Birth 4. Effective date of action being corrected 5-A. Enter "002" 5-B. Enter "Correction" 6A-6B. Enter correct nature of action and code for action being corrected 6C-6F. Enter correct authorities and codes for action being corrected) Any blocks in which information is being corrected. 45. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF-50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF-50. 46-47. Employing department or agency and code 48. Personnel Office ID 49-50. Signature, title, and date (See Notes 1 and 2.)	2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If an SF-52 was used, this usually will be the date on which the appointing official signed block C2 of the SF-52.	
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Table 32-F. Remarks Required on Cancellation Actions

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Rule	If	Then	Notes	Remarks
5	Action is being cancelled	A "skeleton" SF-50 may be used. Only the following blocks must be completed: 1. Name 2. SSN 3. Date of Birth 4. Enter effective date shown on original action 5-A. Enter "001" 5-B. Enter "Cancellation") 5C-5F. Enter authorities and codes for the cancellation 6A-6B. Enter nature of action and code of action being cancelled 45. Remarks 46-47. Employing department or agency and code 48. Personnel Office ID 49-50. Signature, title, and date (See Notes 1 and 2.)	1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action. 2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If an SF-52 was used, this usually will be the date on which the appointing official signed block C2 of the SF-52.	Jump to listing of Remarks (Use as many remarks as are applicable)

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Table 32-D. Remarks Required on Correction Actions

>Notes and Remarks columns have been added.<

Rule	If the Correction Is to	And	Required Remarks (See Note 1)	Notes	Remarks
1	Delete, add, or change a remark		C18	1. See Table 32-H to translate codes into actual remarks. 2. Agencies do not have the authority to approve a variation. All variation requests must be submitted by the agency's headquarters level to OPM for approval. Agencies may direct questions regarding a request for a variation to OPM's policy office at employ@opm.gov . For guidance on cancelling an improper action, see Table 32-E .	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Change information (other than a remark) that is erroneous		C11		
3		The same error appears on one previous SF-50	C11, C08		
4		More than one previous SF-50 has the same error(s)	C11, C12		
5		The correction action is also used to correct different error(s) on previous action(s)	C11, C13		
6		The correction action is used to also add information omitted on a previous SF-50	C11, C09		
7	Add information other than a remark that was omitted		C17		
8		The same error appears on one previous SF-50	C17, C08		
9		More than one previous SF-50 has the same error(s)	C17, C12		
10		The correction action is used to also correct different errors on more than one previous SF-50	C17, C13		
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10		
12	Give employee benefit of highest previous rate of pay		C19, P01		
13	Document a variation approved by OPM under Civil Service Rule V (See Note 2.)		M80, C21		

Table 32-E. Authority and Authority Code Required on Cancellation Actions

>Notes and Remarks columns have been added.<

Rule	If the Cancellation Is Ordered or Directed by	And the Employee	Then Authority Code Is	Authority Is	Notes	Remarks
1	The Merit Systems Protection Board (MSPB)	Is entitled to backpay	AGM and VWL	(Cite the MSPB decision number and date) and 5 U.S.C. 5596	>Reserved for future use.<	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Is not entitled to backpay	AGM	(Cite the MSPB decision number and date)		
3	The Office of Personnel Management (OPM)	Is entitled to backpay	ADM and VWL	(Cite OPM directive and date) and 5 U.S.C. 5596		
4		Is not entitled to backpay	ADM	(Cite OPM directive and date)		
5	The Equal Employment Opportunity Commission (EEOC)	Is entitled to backpay	ARM and VWL	(Cite EEOC decision number and date) and 5 U.S.C. 5596		
6		Is not entitled to backpay	ARM	(Cite EEOC decision number and date)		
7	A court or an agreed-upon out-of-court settlement	Is entitled to backpay	ASM and VWL	(Cite the court decision number and date) and 5 U.S.C. 5596		
8		Is not entitled to backpay	ASM	(Cite the court decision number and date)		
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to backpay	AXM and VWL	(Cite the official decision and date) and 5 U.S.C. 5596		
10		Is not entitled to backpay	AXM	(Cite the official decision and date)		
11	The head of the employing agency or ***>their< designee	Is entitled to backpay	UNM and VWL	(Cite agency directive or order, and date) and 5 U.S.C. 5596		
12		Is not entitled to backpay	UNM	(Cite agency directive or order, and date)		
13	An appointing officer under ***>their< delegated authority to take action on personnel matters, including the cancellation of actions that were processed in error	Is entitled to backpay	ATM and VWL	5 U.S.C. 302 and 5 U.S.C. 5596		
14		Is not entitled to backpay	ATM	5 U.S.C. 302		

Table 32-F. Remarks Required on Cancellation Actions

>Notes and Remarks columns have been added.<

Rule	If the Personnel Action Being Cancelled Is	And the Corrective Action Is (See Note 1)	And Employee Is	Required Remarks (See Note 2)	Notes	Remarks
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28	1. If a replacement SF-50 is prepared, see Table 32-G . 2. See Table 32-H to translate codes into actual remarks. 3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.	Jump to listing of Remarks (Use as many remarks as are applicable)
2			Not entitled to back pay	C02		
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28		
4			Not entitled to back pay	C03		
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28		
6			Not entitled to back pay	C03		
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28		
8			Not entitled to back pay	C07		
9		Resignation		C14		
10	Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27		
11			Not entitled to back pay	C06		
12		Retroactive change to intermediate grade	Entitled to back pay	C04 and C27		
13			Not entitled to back pay	C04		
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28		
15			Not entitled to back pay	C14		
16		Cancellation of the entire action	Entitled to back pay	C14, C27, C28		
17			Not entitled to back pay	C14 and C28		

Table 32-F. Remarks Required on Cancellation Actions

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Rule	If the Personnel Action Being Cancelled Is	And the Corrective Action Is (See Note 1)	And Employee Is	Required Remarks (See Note 2)	Notes	Remarks
18	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" (See Note 3.)	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21	1. If a replacement SF-50 is prepared, see Table 32-G .	Jump to listing of Remarks (Use as many remarks as are applicable)
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27	2. See Table 32-H to translate codes into actual remarks.	
20			Not entitled to back pay	C14	3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.	

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Table 32-G. Remarks Required on Replacement and Newly Required Actions

>Notes and Remarks columns have been added.<

Rule	If the SF-50 Is a	And Is Prepared by	Required Remarks (See Note 1)	Notes	Remarks
1	Replacement action	The same office that issued the action being cancelled	C15	1. Use Table 32-H to translate codes into actual remarks.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		A different office than the one that issued the action being cancelled	C15, C16		
3	Newly required action	The same office that serviced the employee on the effective date of the action	[none]		
4		A different office than the one that serviced the employee on the effective date of the action.	C16		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and CancellationsReturn to Tables [32-A](#), [32-B](#), [32-C](#), [32-D](#), [32-E](#), [32-F](#), [32-G](#)

>Notes column has been added.<

Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."	1. Repeat the remark for each SF-50 block being corrected. 2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected. 5. "To" date is the date of the action immediately preceding the one being corrected.
2	C03	Retroactive restoration.		
3	C04	Retroactive change to intermediate grade, level, or band.		
4	C06	Retroactive change to former grade, level, or band.		
5	C07	Retroactive change to lower grade, level, or band.		
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	"Also corrects same item on personnel action 702 Promotion dated 11-27-***>22<." (See Note 2.)	
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ().	"Also corrects 100 Career Appt. effective 08-07->22<***, item 34, to add `1'." (See Notes 1 and 2.)	
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17->22<*** to avoid a break in service when employee was appointed by Department of Agriculture."	
9	C11	Corrects item (number) from ().	"Corrects item 3 from 05-18-***>22<." (See Note 1.)	
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	"Also corrects same items on all previous actions from 05-10-***>22< to >11-12-***22<." (see Notes 2 and 5.)	
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number () from ().	"Also corrects 170 Exc Appt, effective 10-16-***>22<, item number 24, from '3'." (See Notes 1 and 2.)	
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension."	
13	C15	This Notification of Personnel Action replaces a previously executed one.		

Table 32-H. Remark Codes, Remarks, and Examples for Corrections and Cancellations, Continued

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Rule	If Remark Code Is	Then Remark Is	And an Example Is	Notes
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by ***>Defense Information Systems Agency, Fort Meade, MD.<"	1. Repeat the remark for each SF-50 block being corrected.
15	C17	Completes item (number) which was omitted.	"Completes item 33, which was omitted." (See Note 1.)	
16	C18	Corrects item (number) to read: (enter only the correct remarks).		3. See Chapter 3, Figure 3-2, for instructions on how to obtain guidance for determining the purposes for which service may be credited.
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.		
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF-50 being cancelled must be retained permanently in the employee's Official Personnel Folder.		
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited >for: (list purposes for which employee will receive service credit).<	"Service from 11-07-***>22< through 12-02-***>22< may be credited for qualifications purposes and for leave accrual and RIF retention purposes and for completion of initial appointment probation." (See Note 3.)	
20	C27	Entitled to backpay under 5 U.S.C. 5596 .		
21	C28	Active duty begins (date).	"Active duty begins 01-03-***>22<."	
22	C30	Nature of action and code shown on original action are no longer in use.		
23	M80	Variation under CS Rule 5 approved by OPM on (date).		
24	P01	Previously employed at (pay plan; grade, level, or band; rate).	"Previously employed at GS 13,***>81,216<p.a."	

Chapter 33: Documentation of Volunteer Service

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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.

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1. Coverage

This chapter provides instructions for documenting service performed without compensation by persons who *do not* receive a Federal appointment.

2. Definitions

- a. **Student volunteer service** is service performed under [5 U.S.C. 3111](#), with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.
- b. **Other volunteer service** under programs for persons other than students is defined in the individual laws and regulations authorizing those programs.

3. Documentation of Volunteer Service

Volunteers do not receive Federal appointments, so their service is not reported to Enterprise Human Resources Integration (EHRI). Therefore, the personnel action instructions in Chapters 1-32 of this **Guide** are not applicable. Agencies are responsible for determining how to document volunteer service (e.g., self-developed forms, letters, etc.) An SF-50 cannot be used to document volunteer *****>service;<** however, agencies *must* clearly inform volunteers of the nature of their *****>service<** with respect to *****>the availability of any employee benefits.<** To fulfill this requirement, we recommend that the written communication of your choosing contain language such as:

- Under [5 U.S.C. 3111](#), a student volunteer is not a Federal employee for any purposes other than injury compensation, **>programs to encourage commuting in other than single occupancy vehicles,<** and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits" (for student volunteers); or
- Volunteer service is not creditable for leave or any other employee benefits" (for volunteers other than students.)

In addition to the above requirement, agencies will determine what, if any, additional information is to be documented to aid in responding to

future requests for service documentation. In that regard, we recommend that the written communication also include the following information:

- a) name of agency;
- b) position title;
- c) office title and duty location; and
- d) days/hours on duty

Likewise, when a volunteer's service is concluded, we recommend some form of written communication that include the following:

- a) inclusive dates of service;
- b) total hours or days worked; and
- c) guidance on how the agency may be contacted regarding future requests to obtain documentation of volunteer service.

4. Agency Agreements with OPM

All previously negotiated agreements with individual agencies regarding their volunteer programs are void. These agreements are no longer necessary as agencies are responsible for determining the practice to be utilized. As such, agencies may opt to continue the practices in those agreements or change them as deemed appropriate.

5. Responsibility for Responding to requests for Service Documentation

Agencies, not OPM nor the National Personnel Records Center, are responsible for responding to requests from former volunteers for documentation of volunteer service.

6. Official Personnel Records

Agencies are responsible for determining the method utilized for long term filing/recordkeeping with respect to documents used to record volunteer service. Agencies *cannot* use an Official Personnel Folder for this purpose. Agencies will determine their own disposition schedule with

respect to these documents. Notwithstanding the filing system utilized, OPM's Governmentwide systems of records notice for [OPM/GOVT-1](#) will continue to cover volunteer service records for purposes of the Privacy Act.

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Chapter 34: Topic Index

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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.

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Tables

Table 1. Topics: A

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Absent-Uniformed Service	Absent-Uniformed Service	GPPA Chapter 15
	How to process action to place employee on	GPPA Chapter 15
	Effect of Absent-Uniformed Service on service dates and benefits	GPPA Chapter 15
	How to return employee to duty from	GPPA Chapter 15 and GPPA Chapter 16
Academic discipline	Academic discipline	See Instructional Program >in The Guide to Data Standards <
Adverse actions, how to document	Reductions in grade (also called change to lower grade)	GPPA Chapter 14
	Separations	GPPA Chapter 31
	Suspensions	GPPA Chapter 15
Agency Code	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Annuitant indicator	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Appointments (how to document on SF-52/SF-50)	Career	GPPA Chapter 9
	Career-conditional	GPPA Chapter 9
	>College Graduate Program under 5 USC 3115 <	>GPPA Chapter 9<

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Appointments (how to document on SF-52/SF-50)	Critical hiring need	GPPA Chapter 11
	Emergency	GPPA Chapter 10
	Excepted service	GPPA Chapter 11
	Indefinite	GPPA Chapter 11
	Nonstatus in the competitive service	GPPA Chapter 10
	NTE (not-to-exceed)	GPPA Chapter 10; GPPA Chapter 11; and GPPA Chapter 13
	Overseas Limited	GPPA Chapter 10
	Pathways Programs (Interns, Recent Graduates, and Presidential Management Fellows)	GPPA Chapter 11
	>Post-secondary Student Program under 5 USC 3116 <	>GPPA Chapter 10<
	Provisional in the competitive service	GPPA Chapter 10
	Provisional in the excepted service	GPPA Chapter 11
	Provisional in the Senior Executive Service (SES)	GPPA Chapter 13
	Retirees	GPPA Chapter 3
	Schedule A	GPPA Chapter 11
	Schedule B	GPPA Chapter 11
	Schedule C	GPPA Chapter 11
	Schedule D	GPPA Chapter 11
	Senior Executive Service (SES)	GPPA Chapter 13
	Status Quo	GPPA Chapter 10
	Temporary in the competitive service	GPPA Chapter 10

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Appointments (how to document on SF-52/SF-50)	Temporary in the excepted service	GPPA Chapter 11
	Term	GPPA Chapter 10
	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
Administratively Uncontrollable Overtime (AUO)	Actions to grant or change	GPPA Chapter 17
Authority/authority code	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Availability pay	Actions to grant or terminate	GPPA Chapter 17
Awards	Awards	GPPA Chapter 29

Table 2. Topics: B

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Bargaining Unit Status (BUS) Code	Definitions of codes	> Federal Labor Management Information System <
	When and how to record on SF-52/ SF-50	GPPA Chapter 4
Bonuses	Bonuses	GPPA Chapter 29

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Table 3. Topics: C

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Cancellations of personnel actions	Cancellations of personnel actions	GPPA Chapter 3; and GPPA Chapter 32
Career/Career-conditional appointments	Career/Career-conditional appointments	GPPA Chapter 9
Changes to or in	Data element	GPPA Chapter 28
	Duty station	GPPA Chapter 23
	Federal Employees Group Life Insurance (FEGLI)	GPPA Chapter 22
	Hours of work	GPPA Chapter 24
	Lower grade, level, or band	GPPA Chapter 14
	Name	GPPA Chapter 20
	Pay	GPPA Chapter 17
	Position	GPPA Chapter 14
	Service Computation Date (SCD)	GPPA Chapter 6
	Step	GPPA Chapter 17
	Tenure group	GPPA Chapter 26
	Veterans' preference	GPPA Chapter 7
	Work Schedule	GPPA Chapter 24
Citizenship	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Codes	Definitions	The Guide to Data Standards
	Explanation of codes used for nature of action, legal authority, and remarks	GPPA Chapter 1
	Instructions for processing actions	See chapter >for action type<
Concurrent appointments	How to document	GPPA Chapter 4

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Continuance NTE (Not-To-Exceed)	Continuance NTE (Not-To-Exceed)	GPPA Chapter 19
Conversion (to Appointment) actions	Career Appointment	GPPA Chapter 9
	Career-conditional appointment	GPPA Chapter 9
	Nonstatus competitive service appointment	GPPA Chapter 10
	Excepted service appointment	GPPA Chapter 11
	Temporary appointment	GPPA Chapter 10; GPPA Chapter 11; GPPA Chapter 12; and GPPA Chapter 13
	Senior Executive Service (SES)	GPPA Chapter 13
	>Post-Secondary Student Program<	>GPPA Chapter 9<
Corrections	Corrections	GPPA Chapter 32
Creditable military service	How to compute	GPPA Chapter 6
	How to document	GPPA Chapter 28
Creditable service	How to determine for leave accrual	GPPA Chapter 6

Table 4. Topics: D

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Data elements	Actions to record changes in or to	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Explanation of (definitions of) codes	The Guide to Data Standards
Date of birth	When and how to record on SF-52/SF-50/list of forms of notice	GPPA Chapter 4
Deaths	How to document	GPPA Chapter 31
	Actions to take when employee dies	GPPA Chapter 31
Decision Logic Table (DLT)	How to use	GPPA Chapter 1
Definitions	Of terms used in this Guide and in processing personnel actions	GPPA Chapter 35
	Of codes used on SF-52/SF-50	The Guide to Data Standards
Demotions (see Adverse actions, Reduction in grade) Details	When to use an SF-52 to document	GPPA Chapter 14
Disability code (reportable disability)	Definitions of codes	The Guide to Data Standards
	When and how to report to >OPM<	The Guide to Human Resources Reporting
Disability, Programs for the (see Diversity Programs)		
Distributions of SF-50	Distributions of SF-50	See chapter >for action type<
Diversity Programs	Competitive service appointment based on person's disability	GPPA Chapter 10

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Diversity Programs	Excepted service appointment based on person's disability	GPPA Chapter 11
	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
>Domestic Employees Teleworking Overseas (DETO)<	>Domestic Employees Teleworking Overseas (DETO)<	>GPPA Chapter 17<
Duty station	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 23

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Table 5. Topics: E

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Educational level (ed. level)	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Effective date	When and how to record on SF-52/SF-50	GPPA Chapter 4
	>How to determine<	GPPA Chapter 3
Employing department or agency	When and how to record on SF-52/SF-50	GPPA Chapter 4
Employing office, name and location of	When and how to record on SF-52/SF-50	GPPA Chapter 4
Excepted service appointments	Excepted service appointments	GPPA Chapter 11
Exceptions to Reduction in Force release	Exceptions to Reduction in Force release	GPPA Chapter 18
Extension of temporary actions	Appointments in the competitive service	GPPA Chapter 10
	Appointments in the excepted service	GPPA Chapter 11
	Appointments in the Senior Executive Service (SES)	GPPA Chapter 13
	Furlough Not to Exceed (NTE)	GPPA Chapter 15
	Leave Without Pay (LWOP) NTE	GPPA Chapter 15
	Position Change NTE	GPPA Chapter 14
	Promotion NTE	GPPA Chapter 14

Table 6. Topics: F

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Federal Employees Health Benefits Program (FEHBP)	How to determine eligibility	The FEHB Handbook
Federal Employees Group Life Insurance (FEGLI)	How to determine eligibility	The FEGLI Handbook
	How to process change in	GPPA Chapter 22
	Election of Living Benefit, how to document	GPPA Chapter 22
Fair Labor Standards Act (FLSA) exemption status	Definition of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Frozen service	How to compute	GPPA Chapter 6
	How to document	GPPA Chapter 28
Functional classification of scientists and engineers	Definitions	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Furlough	Definitions	GPPA Chapter 15; and GPPA Chapter 35
	How to document on SF-50	GPPA Chapter 15

Table 7. Topics: G

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Glossary	Glossary	GPPA Chapter 35
Grade	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Grade retention	How to document actions that result in	GPPA Chapter 14
	How to document actions that record termination of	GPPA Chapter 17
	How to record position title, series, grade, step, and salary on SF-52/SF-50 when employee is entitled to	GPPA Chapter 4

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Table 8. Topics: H

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Health benefits (see Federal Employees Health Benefits Program)		
Hours of duty/work	How to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 24

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Table 9. Topics: I

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Illegal appointments	Policy on cancellations and retroactive personnel actions	GPPA Chapter 3
Instructional program	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Interim relief	Actions to effectuate	GPPA Chapter 32
Introduction (to the Guide)	Introduction (to the Guide)	GPPA Chapter 1

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Table 10. Topics: J

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Job aids	Getting ready to process personnel actions	GPPA Chapter 1
	How to use a decision logic table	GPPA Chapter 1
	Instructions for Processing Personnel Actions	GPPA Chapter 1
Job aids - Instructions for processing personnel actions	Appointments in the Competitive Service	GPPA Chapter 9
	Appointments in the Expected Service	GPPA Chapter 11
	Change in Duty Station	GPPA Chapter 23
	List Forms of Notice to Document Actions for Realignment and Mass Transfer	GPPA Chapter 21
	Nonstatus Appointments in the Competitive Service	GPPA Chapter 10
	Pay and Step Changes	GPPA Chapter 17
	Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details	GPPA Chapter 14
	Sample notice that name of organization has changed	GPPA Chapter 21
	When to process a promotion, change to lower grade, reassignment, position change, or detail	GPPA Chapter 14

Table 11. Topics: K

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
No entries		

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Table 12. Topics: L

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Level (see Grade)		
List of forms of notice	Use in lieu of SF-50	GPPA Chapter 4
	Contents/format of	GPPA Chapter 4
Locality payment	Locality payment	GPPA Chapter 17
Location code	Definitions of codes	***> OPM Duty Station Locator file <
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Leave Without Pay (LWOP)	How to process action to place employee onto	GPPA Chapter 15
	Effect on service dates and benefits	GPPA Chapter 15; and GPPA Chapter 16
	How to return employee to duty from	GPPA Chapter 16

Table 13. Topics: M

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Mass Transfer	Mass Transfer	GPPA Chapter 21

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Table 14. Topics: N

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Name Change	Name Change	GPPA Chapter 20
Name, employee	Policy on use in employee records	GPPA Chapter 4
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Nature of Action (NOA) and Nature of Action Code (NOAC)	Definitions of Codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Nonduty status	Effect on service dates and benefits	GPPA Chapter 15; and GPPA Chapter 16
	Return to duty from	GPPA Chapter 16
	Effect on service computation date (SCD)	GPPA Chapter 6
	How to recompute SCD after nonpay status	GPPA Chapter 6
Nonduty status - How to document on SF-50	Absent-Uniformed Service	GPPA Chapter 15
	Furlough	GPPA Chapter 15
	Leave Without Pay (LWOP)	GPPA Chapter 15
	Sabbatical for Employee	GPPA Chapter 15
	Suspension	GPPA Chapter 15
Nonstatus appointments in the competitive service	Nonstatus appointments in the competitive service	GPPA Chapter 10
Notification of Personnel Action (SF-50)	Notification of Personnel Action (SF-50)	GPPA Chapter 4

Table 15. Topics: O

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Occupational code	Definitions of codes	The Guide to Data Standards
	How to process change in definitions of codes	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Official Personnel Folder (OPF), including an approved electronic equivalent of the same (i.e., eOPF)	eOPF, establishment of	The Guide to Personnel Recordkeeping
	eOPF, disposition of upon retirement	GPPA Chapter 30; and The Guide to Personnel Recordkeeping
	eOPF, disposition of when employee separates by other than retirement	GPPA Chapter 31; and The Guide to Personnel Recordkeeping
Organization of this Guide	Organization of this Guide	GPPA Chapter 1
Overseas employment	Overseas appointments	GPPA Chapter 10
	Appointment based on service overseas while a family member of a civilian, Nonappropriated Fund Instrumentality (NAFI), or uniformed service member who is serving overseas Career-conditional	GPPA Chapter 9
	Temporary	GPPA Chapter 10

Table 16. Topics: P

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Pay adjustments	Pay adjustments	GPPA Chapter 17
Pay basis	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Pay Plan	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Pay Rate Determinant (PRD)	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Personnel Office Identifier (POI)	How to record on SF-52/SF-50	GPPA Chapter 4
	How to process a change in	GPPA Chapter 28
Phased employment/phased retirement	How to process action to place employee in phased retirement status	GPPA Chapter 27
	How to process action to terminate phased retirement status	GPPA Chapter 27
	Move from phased retirement status to full retirement status	GPPA Chapter 30
	Setting effective dates	GPPA Chapter 4
Position change actions	Position change actions	GPPA Chapter 14
Positions occupied	Definitions of codes	GPPA Chapter 4; and The Guide to Data Standards
	How to process a change in	GPPA Chapter 28
	When and how to record on SF-52/SF-50	GPPA Chapter 4
Position title	When and how to record on SF-52/SF-50	GPPA Chapter 4

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Preference (see Veterans' Preference)		
Promotions	Promotions	GPPA Chapter 14
Previous retirement coverage	How to document	GPPA Chapter 28
Provisional appointments	Provisional appointments	GPPA Chapter 10; GPPA Chapter 11; and GPPA Chapter 13

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Table 17. Topics: Q

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Quality (Step) increases	Quality (Step) increases	GPPA Chapter 17

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Table 18. Topics: R

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Race and ethnicity	Definitions of codes	The Guide to Data Standards
	When and how to report to >OPM<	The Guide to Human Resources Reporting
Rate (see Step)	Rate (see Step)	GPPA Chapter 17
Realignments	Realignments	GPPA Chapter 21
Reassignments	Reassignments	GPPA Chapter 14
>Recruitment, relocation, or< retention incentives	>Recruitment, relocation, or< retention incentives	GPPA Chapter 29
Reduction in Force actions (see RIF actions)	Reduction in Force actions (see RIF actions)	GPPA Chapter 14
Reemployed annuitants, appointments of	Reemployed annuitants, appointments of	GPPA Chapter 3
Reference materials needed with this Guide	Reference materials needed with this Guide	GPPA Chapter 1
Reinstatement	To career appointment	GPPA Chapter 9
	To career conditional appointment	GPPA Chapter 9
	To temporary appointment based on eligibility	GPPA Chapter 10
Remarks on SF-50	Agency findings	GPPA Chapter 30; and GPPA Chapter 31
	Explanation of remarks codes	GPPA Chapter 1
	>Definitions of codes<	>The Guide to Data Standards<
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Selection of remarks	See chapter >for action type<
Removals	Removals	GPPA Chapter 31

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Request for Personnel Action (SF-52)	Request for Personnel Action (SF-52)	GPPA Chapter 4
Replacement actions	Actions to replace the ones that have been canceled	GPPA Chapter 3; and GPPA Chapter 32
Reportable handicap (see >disability code<)	Reportable handicap (see >disability code<)	GPPA Chapter 4
Resignations	Resignations	GPPA Chapter 31
Restoration	To career appointment	GPPA Chapter 9
	To career-conditional appointment	GPPA Chapter 9
	To emergency appointment	GPPA Chapter 10
	To excepted service appointment	GPPA Chapter 11
	To overseas appointment	GPPA Chapter 10
	To status quo appointment	GPPA Chapter 10
Retirees, actions when appointed	Retirees, actions when appointed	GPPA Chapter 3
Retirement	How to determine coverage for the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS)	The CSRS and FERS Handbook, Ch. 10
	Mandatory retirement, who is subject to	GPPA Chapter 19

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Retirement	Actions when employee retires	GPPA Chapter 30
	Actions when employee is separated by other than retirement	GPPA Chapter 31
	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 28
	Definitions of codes	The Guide to Data Standards
Retroactive personnel actions, policy on processing	Retroactive personnel actions, policy on processing	GPPA Chapter 3
Return to duty actions	Return to duty actions	GPPA Chapter 16
RIF (Reduction in Force) actions	Exceptions to RIF release	GPPA Chapter 18
	Furloughs	GPPA Chapter 15
	Position changes	GPPA Chapter 14
	Reassignments	GPPA Chapter 14
	Changes to lower grade	GPPA Chapter 14
	Resignations	GPPA Chapter 31
	Retirements	GPPA Chapter 30
	Separations by RIF	GPPA Chapter 31
RNO (see Race and *** >ethnicity<)		

Table 19. Topics: S

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Sabbatical	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to record on SF-52/SF-50	GPPA Chapter 15
Salary	When and how to record on SF-52/SF-50	GPPA Chapter 4
Seasonal employees	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to document placement in pay status	GPPA Chapter 16
	How to document placement in nonpay status	GPPA Chapter 15
Selective Placement Programs (see Diversity Programs)		
Senior Executive Service (SES)	>12-month rule<	>GPPA Chapter 13<
Separation actions	By death	GPPA Chapter 31
	To move to another agency	GPPA Chapter 31
	By removal	GPPA Chapter 31
	By retirement	GPPA Chapter 30
	Due to reduction in force (RIF)	GPPA Chapter 31
	Due to relocations of sponsor	GPPA Chapter 31
	To accept employment with a non-federal entity	GPPA Chapter 31
	Upon entry on duty with the uniformed services	GPPA Chapter 31
	By termination	GPPA Chapter 31
	By termination during probation/trial period	GPPA Chapter 31
Separation incentive	Separation incentive	GPPA Chapter 29

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Service Computation Dates (SCDs)	When and how to record on SF-50	GPPA Chapter 4
	How to compute	GPPA Chapter 6
	Effect of time in nonpay status on	GPPA Chapter 6; GPPA Chapter 15; and GPPA Chapter 16
	How to process change in	GPPA Chapter 6
SF-50, Notification of Personnel Action	SF-50, Notification of Personnel Action	GPPA Chapter 4
SF-50, data elements (see Data Elements)	SF-50, data elements (see Data Elements)	GPPA Chapter 4
SF-52, Request for Personnel Action	SF-52, Request for Personnel Action	GPPA Chapter 4
Signatures	On SF-52	GPPA Chapter 4
	On SF-50	GPPA Chapter 4
	Electronic signatures	GPPA Chapter 3
Social Security Number (SSN)	How to establish a pseudo-SSN	GPPA Chapter 4
	When and how to record on SF-52	GPPA Chapter 4
Step	When and how to record on SF-52/SF-50	GPPA Chapter 4
	When and how to process change in	GPPA Chapter 17
Step (pay step) changes	Step (pay step) changes	GPPA Chapter 17
Supervisory differential	Supervisory differential	GPPA Chapter 17
Supervisory status	Definitions of codes	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4
Suspension	Definition	GPPA Chapter 15; and GPPA Chapter 35
	How to document on SF-50	GPPA Chapter 15

Table 20. Topics: T

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Temporary actions	Competitive service appointment	GPPA Chapter 10
	Excepted service appointments	GPPA Chapter 11
	Exceptions to RIF release	GPPA Chapter 18
	Senior Executive Service (SES) appointments	GPPA Chapter 13
	Promotions	GPPA Chapter 14
	Position changes	GPPA Chapter 14
	Details	GPPA Chapter 14
Terminations	Terminations	GPPA Chapter 31
Terms used in processing personnel actions	Terms used in processing personnel actions	GPPA Chapter 35
Tenure (tenure group)	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 26
	Definitions of	GPPA Chapter 4; GPPA Chapter 26; and The Guide to Data Standards
Transfer	Competitive service appointment based on eligibility for	GPPA Chapter 9
	Veterans' Recruitment Appointment (VRA) based on eligibility for	GPPA Chapter 11
	Senior Executive Service (SES) appointment based on eligibility for	GPPA Chapter 13
	Action to separate employee who is moving to another agency (Termination-Appointment In)	GPPA Chapter 31

Table 21. Topics: U

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Using the Guide, instructions for	Using the Guide, instructions for	GPPA Chapter 1

Outdated
For Historical Reference Only
Do not process actions with this guide

Table 22. Topics: V

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Veterans' status	When and how to record on SF-50	GPPA Chapter 4
	Definitions of codes	The Guide to Data Standards
Veterans' preference	When and how to record on SF-52/SF-50	GPPA Chapter 4
	Definitions of codes	The Guide to Data Standards
	>Eligibility for preference categories<	> The Vet Guide for HR Professionals <
	How to process change in for reduction in force	GPPA Chapter 7
Veterans' Recruitment Appointment (VRA)	Veterans' Recruitment Appointment (VRA)	GPPA Chapter 11
Volunteer service, documentation of	Volunteer service, documentation of	GPPA Chapter 33

Table 23. Topics: W

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Within-Range Increase (WRI)/ *** Within-Grade Increase (WGI) ***	Action to record granting of WRI/WGI	GPPA Chapter 17
	Action to record denial of WGI/WRI	GPPA Chapter 17
Work schedule	When and how to record on SF-52/SF-50	GPPA Chapter 4
	How to process change in	GPPA Chapter 24
	Definitions of codes	GPPA Chapter 4; and The Guide to Data Standards

Outdated
For Historical Reference Only
Do not process actions with this guide

Table 24. Topics: X

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
No entries		

Outdated
For Historical Reference Only
Do not process actions with this guide

Table 25. Topics: Y

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
Year degree or certificate attained	Definition	The Guide to Data Standards
	When and how to record on SF-52	GPPA Chapter 4

Outdated
For Historical Reference Only
Do not process actions with this guide

Table 26. Topics: Z

Topic	Sub-Topic	Reference(s) and/or GPPA Chapter(s) on OPM.gov
No entries		

Outdated
For Historical Reference Only
Do not process actions with this guide

Chapter 35. Glossary of Terms Used in Processing Personnel Actions

(Citations in parentheses refer to laws, regulations, or publications where more information can be found.)

ABANDONMENT OF POSITION—When an employee fails to report for duty and does not submit a resignation.

ABSENCE WITHOUT LEAVE (AWOL)—Is a non-pay status that covers an absence from duty which has not been approved.

ABSENT - UNIFORMED SERVICE—Employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S.C. chapter 43).

ACCESSION—A personnel action that results in the addition of an employee to the rolls (staff) of an agency. (See APPOINTMENT)

ACTIVE DUTY OR ACTIVE MILITARY DUTY (Creditable Service for Leave Accrual and Reduction in Force Purposes Only)—Means full-time duty with military pay and allowances in the Armed Forces. Active duty does include “annual” active duty for training, but excludes weekend Reserve meetings.

ADJUSTED BASIC PAY is the rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531, subpart F, and any special rate supplement under 5 CFR part 530, subpart C.

ADVERSE ACTION—A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part 752)

AGENCY [as used in this Guide]—Any department or independent establishment of the Federal Government, including a Government-owned or controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Guide; all organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

ANNUITANT—[As used in this Guide] a person who receives an annuity.

ANNUITY—The annual sum payable to a former employee who has retired.

APPLICANT—A person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

APPLICATION FORMS—Forms and resumes that show an applicant's qualifications for employment in a Federal position.

APPOINTEE—A person being hired for a position in an agency.

APPOINTING OFFICER—A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT—Any personnel action that brings an individual onto the rolls (staff) of an agency. (See ACCESSION.)

ARMED FORCES—The Army, Navy, Air Force, Marine Corps and Coast Guard.

AUO —(Administratively Uncontrolled Overtime) is an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that required on an irregular basis. (5 CFR 550.151)

AUTHORITY SUFFIX—See LEGAL AUTHORITY SUFFIX

AVAILABILITY PAY—A special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

BREAK IN SERVICE—The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and reduction in force retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)

"CA" APPOINTMENTS—Canal Area appointments that are made under the Panama Canal Employment System. (35 CFR part 253)

CAO (CHANGE OF APPOINTING OFFICE)—Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. Prior to 1/1/82, such moves were sometimes identified on personnel actions with the abbreviation "CAO" following the nature of action.

CAREER APPOINTMENT—Competitive service permanent appointment given to an employee who has completed >at least three years of total creditable service< (5 CFR part 315)

CERTIFICATE—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. (5 CFR part 332)

CERTIFICATION—The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

CHANGE TO LOWER GRADE (also called "Demotion" and "Reduction in Grade")—Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

CIVILIAN POSITION—A civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

CIVILIAN RETIREE—A person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (FICA) is not a retirement system for purposes of this definition.

CIVIL SERVICE RETIREE—A person retired under the Civil Service Retirement System (CSRS).

CLASS OR CLASS OF POSITIONS—All positions that are sufficiently similar in (1) kind or subject matter of work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration. (5 U.S.C. chapter 51)

CLASSIFY—To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

COMMISSION (Abbreviated as CSC)—The U.S. Civil Service Commission – now the U.S. Office of Personnel Management.

COMPENSATION—money paid by the Department of Veterans Affairs for service-connected disability of 10 percent or more.

COMPETITIVE AREA—For reduction in force, that part of an agency within which employees are in competition for retention. Generally it is restricted by what is considered a “local commuting area.” (5 CFR 351.402)

COMPETITIVE LEVEL—A competitive level for reduction in force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity. (5 CFR 351.403)

COMPETITIVE POSITION—A position in the competitive service.

COMPETITIVE SERVICE—All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

COMPETITIVE STATUS—Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations. (5 CFR 212.301)

CONSULTANT—One who serves in an advisory capacity to an officer or instrumentality of the government. (5 U.S.C. 3109)

CONSULTANT POSITION—A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

CONTINUANCE—The personnel action used to document that an employee has received a waiver from mandatory retirement or the extension of the not-to-exceed date of a previous waiver.

CONTINUED RATE OF PAY—The rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

CONVERSION—The changing of an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

COOPERATIVE EDUCATION PROGRAM (CO-OP PROGRAM OR WORK STUDY PROGRAM)—Program under which a student alternates periods of education and Federal employment under terms of an agreement between his or her school and a government agency. Agreements may provide for the student's permanent employment in the agency upon satisfactory completion of the education and work assignments required by the agreement. [The CO-OP Program was eliminated in December 1994 with the establishment of the Student Educational Employment Program, 5 CFR 213.3202(a)]

CREDITABLE MILITARY SERVICE—The total number of years and months of military service that is creditable for annual leave accrual purposes.

CREDITABLE SERVICE—Federal Government employment (civilian or uniformed service) that meets requirements for a particular type of appointment or benefit, such as leave accrual or reduction in force retention.

CZMS—Canal Zone Merit System. This system was replaced by the Panama Canal Employment System, established by the Panama Canal Act of 1979.

DEMOTION—See CHANGE TO LOWER GRADE

DENIAL OF WITHIN-GRADE INCREASE—

The decision to withhold (not grant) a within-grade increase to a General Schedule employee because of a determination that the employee's performance is not at an acceptable level of competence.

(5 CFR 531.409)

DETAIL—A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail. (5 U.S.C. chapter 33, subchapter III)

DIRECT HIRING AUTHORITY—

OPM-approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations.

DISABILITY RETIREMENT PAY (from a uniformed service)—money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

DISABLED VETERAN—Means a person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

DISCHARGE—A nature of action used for an agency-initiated separation (for work performance and/or misconduct or delinquency) of an employee who was serving on an appointment that did not afford appeal rights. [Discharge was deleted as a nature of action and is no longer used.]

DISCHARGE DURING PROB/Trial

PERIOD—An agency-initiated separation (for preappointment conditions or for postappointment work performance and/or misconduct or delinquency) of an employee who was serving an initial appointment probation or was serving on a trial period required by civil service or agency regulations. [This nature of action is no longer used.]

DISCHARGE UNDER HONORABLE

CONDITIONS—Means either an honorable or a general discharge from the Armed Forces. The term does not apply to the honorable discharge

given an enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

DISCONTINUED SERVICE RETIREMENT—

See RETIREMENT, DISCONTINUED SERVICE.

DUAL COMPENSATION—Payment for more than one civilian office involving a total of more than 40 hours a week.

DUTY STATION—The city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

EFFECTIVE DATE—The date on which a personnel action takes place and on which the employee's official assignment begins.

EOD (ENTRY ON DUTY)—The process by which a person completes the necessary paperwork and is sworn in as an employee.

EOD (ENTRY ON DUTY) DATE—The date on which a person completes the necessary paperwork and is sworn in as an employee.

EX-SERVICE PERSON—A person who was separated from active duty performed in peacetime or wartime. (A person on active duty may be an ex-serviceperson because of separation from previous active duty.)

EXCEPTED POSITION—A position in the excepted service (5 U.S.C. 2103 and 5 CFR part 213).

EXCEPTED SERVICE—Unclassified service, unclassified Civil Service or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213)

EXECUTIVE ORDER—A directive issued by the President.

EXPERT—A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field. An expert's attainment is such that he or she usually is regarded as an authority or as a practitioner of

unusual competence and skill by other persons in the profession, occupation, or activity. (5 U.S.C. 3109)

EXPERT POSITION—A position that cannot be satisfactorily performed by someone who is not an expert in that field.

EXTENSION—The continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

FEDERAL GOVERNMENT SERVICE—The total of all periods of military and civilian Federal service considered for retirement, reduction in force, and leave purposes.

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish three basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM) SYSTEM—An Office of Personnel Management (OPM) system for publishing personnel regulations, policy, and issuing instructions to Federal agencies. The FPM system, which was abolished effective 12/31/93, included:

FPM BULLETINS which contained temporary instructions or notices;

FPM LETTERS which contained continuing instructions that, because of urgency, could not be put in the FPM or its supplements at the time of issuance; and

FPM SUPPLEMENTS which amplified or explained in detail various subjects covered in the basic FPM chapters.

FEDERAL WAGE SYSTEM—The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 U.S.C. 5342. Under this system, pay is adjusted according to the rates paid by private industry for similar jobs in the same area. Included are Federal employees in recognized trade or craft or skilled mechanical crafts, in unskilled, semiskilled or skilled manual labor occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

FEGLI—Federal Employee's Group Life Insurance. (5 U.S.C. chapter 87, 5 CFR parts 870-874, and [The Federal Employees Group Life Insurance Handbook](#))

FEHBP—Federal Employee's Health Benefits Program. (5 U.S.C. chapter 89, 5 CFR part 890, and [The Federal Employees Health Benefits Handbook](#))

FERS RETIREE—A person retired under the Federal Employees Retirement System.

FROZEN SERVICE is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

>FULL RETIREMENT STATUS—A phased retiree who has ceased employment and is entitled, upon application, to a composite retirement annuity.<

FULL-TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

FURLOUGH—The placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.

GENERAL DISCHARGE—A discharge granted from the Armed Forces under honorable conditions.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531)

GM WITHIN-GRADE INCREASE—is an agency-awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

GRADE—A level of work or range of difficulty, responsibility and qualification requirements. (5 U.S.C. 5102)

GRADE RESTORATION ACTION—An action taken to restore to an employee the grade held prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil

Service Reform Act. The grade restoration action recorded the employee's retained grade in the OPM's data system.

GRADE RETENTION ACTION—An action to retain the grade held by an employee prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade retention action documented the employee's step in the retained grade and the rate of basic pay to which he or she was entitled.

GRADE RETENTION ENTITLEMENT—The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

HEALTH BENEFITS—The health service and insurance programs established for Federal employees under 5 U.S.C. 7901 and 8901-8914.

HEARING—The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on its merits.

IGA CONTINUED RATE OF PAY means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

ILIA—An acronym that stands for “in lieu of involuntary action” and is used with certain natures of action.

INDEFINITE APPOINTMENT—One given a nonpermanent employee who is hired for an unlimited period of time.

INDUCTION—See EOD.

INJURY COMPENSATION—The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. (5 U.S.C 8101-8151)

INTERIM GEOGRAPHIC ADJUSTMENT is an additional payment made to a General Schedule, Foreign Service, or Veterans Health Administration employee, or an officer of the U.S. Park Police whose official duty station is in an area where the President has determined that significant pay disparities and recruitment or retention problems exist. (Note: An interim geographic adjustment also may be authorized for other groups of employees upon request of the head of an agency.) [This term was deleted from this Guide in Update 23 (2/97)]

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT—Service when employee works on less than a full-time basis with no prescheduled tour of duty. In the past, “WAE” was used on personnel documents to identify intermittent service.

INVOLUNTARY SEPARATION—A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. Examples include separation based on reduction in force, abolishment of position, expiration of term of office, lack of funds, and unacceptable performance (unless due to the employee's misconduct). ([The CSRS and FERS Handbook, Chapter 44](#))

JOB DESCRIPTION—See POSITION DESCRIPTION.

JOB SHEET—See POSITION DESCRIPTION

LEAD AGENCY—Under the Federal Wage System, an agency designated by the OPM to plan and conduct wage surveys, analyze the survey data and determine and issue required wage schedules for a wage area. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

LEGAL AUTHORITY—The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken.

LEAVE, ANNUAL—Leave of absence with pay allowed for personal, emergency, and other purposes. With certain exceptions, employees earn or accrue leave at the rate of 13 to 26 working days a year, depending on length of service. (5 U.S.C. 6303 and 5 CFR part 630, subpart C)

LEAVE, MILITARY—Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty. (Military Leave is not available for inactive duty or drills.)

LEAVE, SICK—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal Government earn sick leave at the rate of 13 working days a year. (5 U.S.C. 6307 and 5 CFR part 630, subpart D)

LEAVE WITH PAY (LWP)—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services. [The specific term LWOP-US was deleted from this Guide in Update 52, dated March 28, 2010.]

LEGAL AUTHORITY SUFFIX—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

CAA = Action proposed under civil service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Decl = Declined

Disp = Displacement

EAA = Action proposed under agency procedures which are equivalent to civil service adverse action procedures

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

Mix = For mixed reasons, (for both conduct and performance reasons)

MFD = More than 14 days

NARS = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = Action proposed under other adverse action procedures

OTD = Over 30 days

Perf = Performance

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Recert = Recertification

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program

LIFE INSURANCE—The group life, death and accidental dismemberment insurance available to Federal employees. (5 U.S.C. chapter 87 and 5 CFR parts 870-874)

LOCALITY PAYMENT means a locality-based comparability payment under 5 U.S.C. 5304 or equivalent payment under another authority.

LOCALITY-BASED COMPARABILITY PAYMENT means a payment under 5 U.S.C. 5304. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

LWOP—See LEAVE WITHOUT PAY.

LWP—See LEAVE WITH PAY.

MASS TRANSFER—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay. (Note: for purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is not a change in pay.)

MERGED RECORDS PERSONNEL FOLDER (MRPF), Standard Form 66-C is a file containing personnel records established both within and outside the scope of OPM's recordkeeping authority.

MERIT PAY SYSTEM—The pay system established, under 5 U.S.C. chapter 54, for General Schedule employees in grades 13 through 15 who were in supervisory, managerial, or management official positions. The Merit Pay System was replaced by the Performance Management and Recognition System, which was terminated on 11-01-93.

MERIT PROMOTION PROGRAM—See MERIT STAFFING PROGRAM.

MERIT STAFFING PROGRAM—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (5 CFR part 335)

MILITARY RETIREE—A person who has retired from the Army, Navy, Air Force, Marine Corps, or Coast Guard.

MSPB—Merit Systems Protection Board.

MOBILIZATION—Readiness provisions for operating the Federal Personnel System in time of national emergency. (5 CFR part 230, subpart D)

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as "appointment" or "promotion") when a personnel action is documented by a Standard Form 50, Notification of Personnel Action.

NONAPPROPRIATED FUNDS INSTRUMENTALITY (NAFI) means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees. (5 U.S.C. 2105(c))

NONCOMPETITIVE ACTION means a promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service. (5 CFR 210.102)

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER (OPF) [INCLUSIVE OF AN APPROVED ELECTRONIC EQUIVALENT OF THE SAME (i.e., eOPF)] - Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

ON-CALL EMPLOYEE—one who worked when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year. [On-call employment was deleted from this Guide in Update 15, 3/15/95.]

OPERATING MANUALS—OPM issuances that contain procedural guidance applicable to all agencies.

OPM—The Office of Personnel Management.

PART-TIME SERVICE or PART-TIME

EMPLOYMENT—Employment on less than a full-time basis under a prescheduled regular tour of duty.

PART-TIME WORK SCHEDULE—A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY ADJUSTMENT—[as used in this Guide] Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also considered a pay adjustment.

PAY PLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., General Schedule (GS), Executive Schedule (EX), and Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied. (5 U.S.C. 5363 and 5 CFR part 536)

PENSION—money paid by the Department of Veterans Affairs for disability that is not necessarily service-connected.

PERFORMANCE MANAGEMENT AND

RECOGNITION SYSTEM (PMRS)—The pay system established under Public Law 98-615 to replace the Merit Pay System for General Schedule employees in grades GS-13 through GS-15 in supervisory, managerial, or management official positions. PMRS was terminated on 11-01-93 by Public Law 103-89.

PERSONNEL ACTION—The process necessary to appoint, separate, or make other personnel changes.

PERSONNEL OFFICE IDENTIFIER (POI)—

Identifies the Federal civilian personnel office authorized to appoint and separate the employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer

programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

>PHASED EMPLOYMENT—The less-than-full-time employment of a phased retiree.

PHASED RETIREE—A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and employee have not entered full retirement status.

PHASED RETIREMENT PERIOD—The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.

PHASED RETIREMENT STATUS—A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.<

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and by reinstatement of a former employee.

PMRS MERIT INCREASE—An agency-awarded increase in rate of basic pay with no change in grade to an employee who was under the Performance Management and Recognition system.

POSITION means the work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee. (5 U.S.C. 5102 and 5 CFR 511.101)

POSITION CHANGE—A move by an employee from one position to another position during his or her continuous service within the same agency.

When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the nature of action for the move is also called "Position Change." It is also called a "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his or her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments.

POSITION CLASSIFICATION means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE—The name of a position, such as “Secretary,” or “Civil Engineer,” or “Personnel Staffing Specialist.”

PRD (PAY RATE DETERMINANT)—A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

PREFERENCE (VETERANS' PREFERENCE) is an employee's category of entitlement to preference in the Federal service based on active military service that was terminated honorably:

- 5-point preference is the preference granted to a preference-eligible veteran who does not meet the criteria for one of the types of 10-point preferences listed above.
- 10-point (disability) preference is the preference to which a disabled veteran is entitled.
- 10-point (compensable disability) preference is the preference to which a disabled veteran is entitled if he or she has a compensable service-connected disability rating of 10-percent or more.
- 10-point (30% compensable disability) preference is the preference to which a disabled veteran is entitled if he or she is entitled to a 10-point preference due to a compensable service-connected disability of 30 percent or more.
- 10-point (other) preference is the preference granted to the widow/widower or mother of a deceased veteran or to the spouse or mother of a disabled veteran. It is called “derived preference” because it is derived from the military service of someone else - a veteran who is not using it for preference. When the disabled veteran does use the service for preference, then the spouse or mother is no longer entitled to preference.

PREFERENCE ELIGIBLE means veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 U.S.C. 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil

service examination (see 5 U.S.C. 3309). They are also accorded a higher retention standing in the event of a reduction in force (see 5 U.S.C. 3502). Preference does not apply, however, to inservice placement actions such as promotions.

PREMIUM PAY—Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

PREVAILING RATE SYSTEM—See FEDERAL WAGE SYSTEM.

PREVIOUS RETIREMENT COVERAGE—An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or Federal Employees Retirement System.

PROBATIONARY PERIOD is the first year of service of employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. (5 CFR part 315, subpart H)

PROMOTION—A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

PROVISIONAL APPOINTMENT—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.

QUALITY (STEP) INCREASE (QSI OR QI)—An increase in employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

QUALIFICATIONS STANDARDS FOR THE GENERAL SCHEDULE (formerly Handbook X-118)—Qualification standards manual. The manual contains specific standards for General Schedule positions.

“RARE BIRD” POSITION—One where the OPM has determined that the pay or duties of the position are such, or that the qualified persons are so few, it would not be in the interest of good civil

service administration to fill the position through open-competitive examination. (5 CFR 316.601)

RATE OF BASIC PAY—The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), 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).

REALIGNMENT—The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

REASSIGNMENT—The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

RECRUITMENT BONUS—A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753) [The term “Recruitment Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

RECRUITMENT INCENTIVES — are payments made to newly-appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

REDUCTION IN FORCE (RIF)—Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. (5 U.S.C. chapter 35, subchapter I, and 5 CFR part 351)

REDUCTION IN GRADE, See CHANGE TO LOWER GRADE

REEMPLOYED ANNUITANT—A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

REEMPLOYMENT PRIORITY LIST—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

REEMPLOYMENT RIGHTS—The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (5 CFR part 352)

REGISTER—A list of qualified applicants compiled in order of relative standing for certification.

>REGULAR EMPLOYMENT—The full-time or part-time period of employment of an individual who is not participating in phased retirement [Chapter 27].<

REINSTATEMENT—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

RELOCATION BONUS—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753) [The term “Relocation Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

RELOCATION INCENTIVES —are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is

likely to difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

REMOVAL—A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

RESERVIST—A member of the Army, Navy, Air Force, Marine Corps or Coast Guard reserves.

RESIGNATION—A separation action initiated by the employee to leave Federal civil service.

RESIGNATION-ILIA—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The CSRS and FERS Handbook](#).

RESTORATION RIGHTS—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his or her position after recovery from compensable injury. (5 CFR part 353)

RETAINED RATE—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his or her rate of basic pay reduced.

RETENTION ALLOWANCE is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754) [The term “Retention Allowance” was deleted from this guide in Update 45, dated August 6, 2006.]

RETENTION INCENTIVES —are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)

RETENTION PREFERENCE—The relative right of an employee to be retained in a position when similar positions are being abolished and

employees in them are being separated or furloughed. (5 CFR part 351)

RETENTION REGISTER—A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction in force to determine which employees are retained and which are separated or moved to other positions. (5 CFR part 351)

RETIREMENT—Separation from the service when employee is eligible to obtain an immediate annuity.

RETIREMENT, DEFERRED—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the Civil Service Retirement System and then left Federal service or moved to a position not under the retirement system. An employee covered by the Federal Employees Retirement System who separates after completing 10 years of service can also receive a deferred retirement upon reaching the Federal Employees Retirement System “Minimum Retirement Age” (55 to 57, depending on birth date). ([The CSRS and FERS Handbook](#))

RETIREMENT, DISCONTINUED SERVICE—Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service. ([The CSRS and FERS Handbook](#))

RETIREMENT, OPTIONAL means voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under the Civil Service Retirement System (CSRS), an employee qualifies at age 55 with 30 years of creditable service; under the Federal Employees Retirement System (FERS), an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. ([The CSRS and FERS Handbook](#))

RETURN TO DUTY—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

SABBATICAL—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) is a separation action initiated by an agency when the employee enters

on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C) [This term was deleted from this guide in Update 46, dated January 7, 2007.]

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. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called "50")—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a "52")—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this Guide)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or

her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00 equal to the employee's former step rate).

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service. >[This term was deleted from this guide in Update 72, dated March 5, 2017.]<

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as "TAPER" appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B). [The term "TAPER" was deleted from this Guide in Update 43, dated July 25, 2004].

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction in force.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD—An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian

sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees.

(5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAE (when actually employed)—See INTERMITTENT SERVICE.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (Without Compensation)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by

advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

WITHIN-RANGE INCREASE (WRI) – Is an increase in an employee's rate of basic pay within the pay range for his grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). A GS within-grade increase (WGI) is one type of within-range increase.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency

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