

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

June 3, 2001

The Guide to Processing Personnel Actions

Update 37

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-3 thru 4-4	Update 35 October 1, 2000	4-3 thru 4-4	Adds "referral bonus" to the list of personnel actions for which long-term retention in the OPF is not authorized.
9-5 thru 9-6	Update 33 January 2, 2000	9-5 thru 9-6	Clarifies documentation required to request an OPF when employee transfers to another agency.
10-5 thru 10-6	Update 30 February 26, 1999	10-5 thru 10-6	Clarifies documentation required to request an OPF when employee transfers to another agency.

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Inquiries: For inquiries about information in this update, contact the Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information, Personnel Records and Systems Division by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-1 thru 11-1	Update 28 November 13, 1998	11-1 thru 11-1	Adds reference to "Figure 11-1" in Contents.
11-7 thru 11-8	Update 33 January 2, 2000	11-7 thru 11-8	(1) Clarifies documentation required to request an OPF when employee transfers to another agency. (2) Corrects typographical error in Job Aid #5 from "Appintments" to "Appointments."
11-19 thru 11-19	Update 36 December 31, 2000	11-19 thru 11-19	Adds reference to "Figure 11-1" under Note 4.
11-23 thru 11-23	Update 33 January 2, 2000	11-23 thru 11-23	Adds reference to "Figure 11-1" under Note 3.
11-37 thru 11-37	Update 33 January 2, 2000	11-37 thru 11-40	(1) Deletes reference that page 11-38 is blank. (2) Adds "Figure 11-1, Legal Authority Codes Used For Schedule A, B, and C Appointments."
15-17 thru 15-18	Update 35 October 1, 2000	15-17 thru 15-18	Clarifies remark B71.
17-5 thru 17-6	Update 34 July 30, 2000	17-5 thru 17-6	Clarifies definition of supervisory differential.
29-1 thru 29-7	Update 35 October 1, 2000	29-1 thru 29-7	(1) Added reference to NOA 848 in chapter header. (2) Added reference to 848/Referral Bonus under Coverage. (3) Added reference to Referral Bonus under 4(c). (4) Added rule in Table 29 for Referral Bonus, and adjusts numbering for rules 9 onward.
35-13 thru 35-14	Update 35 October 1, 2000	35-13 thru 35-14	Clarifies definition of supervisory differential.

Chapter 4. Requesting and Documenting Personnel Actions

1. Coverage.

This chapter explains how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action.

2. Standard Form 52, Request for Personnel Action.

The Standard Form 52 is a single sheet version of the form that is used when the request will be hand-written or typed. The Standard Form 52-B is a continuous pinfeed version on which data can be computer-printed and is used when the request is prepared directly from the agency's personnel data system. As used in this **Guide**, "Standard Form 52" means both the Standard Form 52 and the Standard Form 52-B. A sample of the Standard Form 52 is reproduced on page 4-11 of this Chapter.

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; and
- 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 Notification of Personnel Action.

b. How to complete the Standard Form 52.

Follow the instructions in job aid **Instructions for Completing the Standard form 50 and For Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, when completing the Standard Form 52. Also use job aid, **Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52**, for completing those parts of the Standard Form 52 which contain data that is not recorded on the Standard Form 50.

3. Standard Form 50, Notification of Personnel Action.

The Standard Form 50 is used to document employment events. It is available in several versions. As used in this **Guide**, "Standard Form 50" means any version of the form. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the 5-part Standard Form 50 and

Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. A sample of the Standard Form 50 is reproduced on page 4-13 of this chapter.

a. Use of the Standard Form 50. A Standard Form 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 Bonus;
- Relocation Bonus;
- >Referral Bonus;<
- Individual or Group Time Off Award;
- Foreign Language Award;
- Individual or Group Suggestion/Invention Award;
- Travel Savings Incentive Award;
- Individual or Group Cash Award; and
- Senior Executive Service Performance Award.

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) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section 4),
- (3) a list form of notice (see section 5), or
- (4) one of the alternative forms of notice described for pay adjustments in Chapter 17.

b. Additional copies of Notifications of Personnel Action. 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 Standard Form 50" to notify an agency that you have hired one of its employees or to notify a uniformed finance center of the appointment of a military retiree. Both the Standard Form 50 and Standard Form 50-B are available in a version with a "utility" copy that may be used to meet any special needs your agency may have.

4. Completing the Standard Form 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,

Job Aid**Instructions for Processing Personnel Actions on Appointments in the Competitive Service**

STEP	ACTION
1	<p>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 Standard Form 52, Request for Personnel Action.</p> <p>If a return to duty is documented on the same Standard Form 52, refer to section 2b of this chapter.</p>
2	<p>Use Table 9-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52.</p> <p>Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the Standard Form 52 as required by instructions in Chapter 4; follow your agency's procedures to get the approval signatures on the Standard Form 52.</p> <p>If the actions involve persons already employed by your agency, compare data on the Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>
6	<p>Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action; follow your agency's instructions to have the Standard Form 50 signed or authenticated.</p>
<i>Continued on next page</i>	

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service, continued

STEP	ACTION	
7	Prepare and distribute required notices:	
	If	Then
	Employee is coming from another agency with no break in service (or with a break of 3 calendar days or less)	<p>Make another copy of the Standard Form 50, Notification of Personnel Action, (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 Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 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 Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>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.<</p>
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 Standard Form 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 copies of the Standard Form 50.	

Pages 9-7 and 9-8 are blank.

Job Aid

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

STEP	ACTION															
1	<p>Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.</p> <p>For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>															
2	<p>Select the nature of action and authority from the tables listed below.</p>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>For</i></th> <th style="width: 50%; text-align: center;"><i>Use</i></th> </tr> </thead> <tbody> <tr> <td>Temporary Appointments</td> <td>Table 10-B</td> </tr> <tr> <td>Provisional Appointments</td> <td>Table 10-C</td> </tr> <tr> <td>Temporary Appointments Pending the Establishment of a Register</td> <td>Table 10-D</td> </tr> <tr> <td>Term Appointments</td> <td>Table 10-E</td> </tr> <tr> <td>Status Quo Appointments</td> <td>Table 10-F</td> </tr> <tr> <td>Emergency Appointments</td> <td>Table 10-G</td> </tr> <tr> <td>Overseas Limited Appointments</td> <td>Table 10-H</td> </tr> </tbody> </table>	<i>For</i>	<i>Use</i>	Temporary Appointments	Table 10-B	Provisional Appointments	Table 10-C	Temporary Appointments Pending the Establishment of a Register	Table 10-D	Term Appointments	Table 10-E	Status Quo Appointments	Table 10-F	Emergency Appointments	Table 10-G	Overseas Limited Appointments
<i>For</i>	<i>Use</i>															
Temporary Appointments	Table 10-B															
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Term Appointments	Table 10-E															
Status Quo Appointments	Table 10-F															
Emergency Appointments	Table 10-G															
Overseas Limited Appointments	Table 10-H															
3	<p>Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>															
4	<p>***</p>															
5	<p>Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.</p>															
6	<p>Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:</p> <ul style="list-style-type: none"> — not-to-exceed date for appointment — ending date for trial period 															
<p><i>Continued on next page</i></p>																

Job Aid

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

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:	
	<i>IF...</i>	<i>THEN...</i>
	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 Standard Form 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.
employee is coming from another agency with no break in service (or with a break of three calendar days or less)	<p>make another copy of the Standard Form 50, Notification of Personnel Action, (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 leave record (Standard Form 1150) be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 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 Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>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.<</p>	

**Chapter 11. Excepted Service Appointments
(Natures of Action 130, 170, 171, 190, 570, 571, 590, 760)**

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Page 11-2 is blank.

Job Aid #5. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, continued

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		
	<p style="text-align: center;">If the employee is...</p> <p>Being converted to a new appointment and will be serviced by a new payroll office,</p>	<p style="text-align: center;">Then...</p> <p>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 payroll office where the individual's records are maintained.</p>
	<p>Coming from another agency,</p>	<p>Make another copy of the SF 50 (or list form of notice).</p> <p>Send it to the servicing personnel office in the "losing" agency, and request that employee's OPF and leave record (SF 1150) be forwarded to your office.</p> <p>If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within five days of the effective date of the appointment, send a copy of the appointment SF 52. That copy must show the effective date of the appointment and have the appointing official's signature in the approval block (Part C, block 2) of the SF 52.</p> <p>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.</p>
continued on next page		

Job Aid #5. Instructions for processing Personnel Actions on >Appointments< in the Excepted Service, continued

STEP	ACTION
	Prepare and distribute notices, continued:
9	Follow your agency instructions to distribute the Standard Form 50 copies.

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
63	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	Exc Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)
64			Is already on the rolls of your agency	570	Conv to Exc Appt		
65		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
66			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
67	Is serving on an Exc Appt NTE	Is being extended	Is already on the rolls of your agency	760	Ext of Appt NTE (date)	(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

NOTES:

1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management 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 section 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.

3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.

4. For information on [Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, and C, see >Figure 11-1, or <[The Guide to Personnel Data Standards](#).

5. Veterans' Readjustment Appointment appointees are placed in Tenure Group II of the Excepted Service.

6. These instructions apply only when the Veterans' Readjustment Appointment is to a position in an excepted service agency or organization. When a Veterans' Readjustment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.

Page 11-20 is blank.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the person</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>And Authority Is (See Notes 1-4 of this table)</i>
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
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 the rolls of your agency	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)

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. If 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. For information on [Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations](#). For authority codes for Schedules A, B, and C, see >Figure 11-1, or < [The Guide to Personnel Data Standards](#).
4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel 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**.

Page 11-24 is blank.

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 * of this table) (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
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 533	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 of this table)
84			P10	Annuity at present is \$ pa. (See Note 11 of this table)

NOTES:

1. Use as many remarks as are applicable.
2. ***
3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement.
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.
6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. ***
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

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

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(a)	WAM
213.3102(c)	WCM
213.3102(d)	WDM
213.3102(e)	WEM
213.3102(f)	WFM
213.3102(g)	WGM
213.3102(i)(1)	W9N
213.3102(i)(2)	W9P
213.3102(i)(3)	W9R
213.3102(j)	WJM
213.3102(k)	WKM
213.3102(l)	WLM
213.3102(n)	WNM
213.3102(o)	W6M
213.3102(r)	W9S
213.3102(s)	W9T
213.3102(t)	WTM
213.3102(u)	WUM
213.3102(x)	WXM<

>Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)

For appointments under: Use Legal Authority Code:

Sch A, 213.3102(z)	WZM
213.3102(aa)	XAM
213.3102(bb)	XBM
213.3102(ff)	XFM
213.3102(gg)	L1M
213.3102(ii)	X9M
213.3102(ll)	XXM
213.31xx - Agency unique Sch A authority	XZM

Sch B, 213.3202(a) - Student Temporary
Employment Program - for students
pursuing:

- High school diploma	Y1K
- Vocational/Technical certificate	Y2K
- Associate degree	Y3K
- Bachelor's degree	Y4K
- Graduate/Professional degree	Y5K<

>Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)

For appointments under:

Use Legal Authority Code:

Sch B, 213.3202(b) - Student Career
Experience Program - for students
pursuing:

- High school diploma YBM
- Vocational/Technical certificate YGM
- Associate degree Y3M
- Bachelor's degree Y1M
- Graduate/Professional degree Y2M

Sch B, 213.3202(j) YJM

213.3202(m) YMM

213.3202(n)* YKB

213.3202(o) YCM

213.32xx. Agency-unique Schedule B authority Y5M

Sch C, 213.33xx. Agency-unique Schedule 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. which establishes a Sch C
Position) Y8M

**Effective as of 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.<*

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
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 of this table)
3	Nature of action code is 430, 450, 452, 460, 471, 472, or 473	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee 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 at http://www.opm.gov/insure for detailed information.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
5	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage		B71	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 at http://www.opm.gov/insure for detailed information. (see Note 2 of this table)
6	Nature of action code is 473	Has Federal Employees Health Benefits Program coverage		B66	Health benefits coverage will continue for 18 months unless you elect to terminate coverage. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.

NOTES:

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.

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.

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p. Special Salary Rates are higher than the regular statutory schedule. The President establishes these higher pay rates 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.

q. Step means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

r. 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.

s. 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.<

t. Within-grade Increase (WGI) is an increase in an 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.

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, 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 a Standard Form 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 a Standard Form 50, Notification of Personnel Action. 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 Central Personnel Data File. 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 6. Either Standard Form 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, and new salary;
 Effective date of new rate;
 Authority for change and date of authority; and
 Social Security Number.

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

(1) 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 effect 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-grade increase for which employee became eligible before a period of nonpay status began; and
- within-grade increase for which employee becomes eligible during a period of nonpay status that is creditable for within-grade increase purposes.

(2) 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 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 Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

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 Standard Form 52 to record the action. File one copy on the right 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 he or she serves with the international organization. Note the pay or step change on the Standard Form 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 he or she remained continuously in Federal service."

Chapter 29. Bonuses and Awards (Natures of Action 815, 816, 825, 840, 841, 842, 843, 844, 845, 846, 847, >848,< 878, and 879)

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Chapter 29. Bonuses and Awards

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 Bonus,
- 816/Relocation Bonus,
- 825/Separation Incentive,
- 840/Individual Cash,
- 841/Group Cash,
- 842/Individual Suggestion/Invention (only those recognized with cash),
- 843/Group Suggestion/Invention (only those recognized with cash),
- 844/Foreign Language Awards (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,
- 847/Group Time Off,
- >848/Referral Bonus,<
- 878/SES Rank Award, and
- 879/SES Performance Award.

b. Central Personnel Data File. All actions described in this chapter must be reported to the Central Personnel Data File (CPDF). Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to the Central Personnel Data File. Refer to the operating manual, **The Guide to the Central Personnel Data File**, 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. Senior Executive Service Rank Award.

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 a Senior Executive Service Rank Award. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

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 Senior Executive Service 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 Bonus,
Relocation Bonus,
Individual Cash,
Group Cash,
Individual Suggestion/Invention,
Group Suggestion/Invention,

Foreign Language Awards,
Travel Savings Incentive,
Individual Time Off,
Group Time Off,
>Referral Bonus< and
Senior Executive Service Performance Award.

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 and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to an individual employee	Cash Award is based on contribution/performance	840	Individual Cash Award
2		Cash Award is based on suggestion/invention	842	Individual Suggestion/ Invention Award
3		Employee will receive time off as a result of achievement	846	Individual Time Off Award
4	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions.	841	Group Cash Award
5		Award is based on a group suggestion/invention	843	Group Suggestion/ Invention Award
6		A group of employees will receive time off as a result of achievements	847	Group Time Off Award
7	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job		844	Foreign Language Award
8	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place	845	Travel Savings Incentive
>9	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<

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
> 10<	Senior Executive Service Rank Award for Meritorious Executive		878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
> 11<	Senior Executive Service Award for Distinguished Executive				V8G	5 U.S.C. 4507(e)(2)
> 12<	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

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
>13<	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
>14<	A relocation bonus not described in Rule 14		816	Relocation Bonus		
>15<	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay		ZTY	P.L. 101-509, Sec. 407		
>16<	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 5597
>17<		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
>18<		Not Rule 15 or 16			ZAA	(Enter Agency Authority) (See Note 2)

NOTES:

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.

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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)

SPECIAL SALARY RATES—Salary rates higher than the regular statutory schedule. The President establishes these higher pay rates 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. (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.

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.

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).