

# U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

---

Washington, DC 20415

October 18, 2012

## The Guide to Processing Personnel Actions

Update 60

### \*\*\* NOTICE \*\*\*

*The guidance in this Update is effective retroactive to July 10, 2012. Any personnel actions previously processed that are impacted by the changes referenced within the "Summary of Changes" must be corrected accordingly.*

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://www.opm.gov/feddata/persdoc.htm)). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

---

**Distribution:** Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
<p><b>The guidance in this Update impacts implementation of the Pathways Programs and all changes noted are effective retroactive to July 10, 2012. Any personnel actions previously processed that are impacted by the changes referenced below must be corrected to reflect the updated guidance shown below.</b></p>			
9-31 thru 9-32	Update 59 July 10, 2012	9-31 thru 9-32	<p>1) Adds new rules 16 and 17 to Table 9-F and establishes new legal authority LAT/Reg. 362.110 – Term.</p> <p>2) Adds new note 3 at the end of Table 9-F.</p>
9-39 thru 9-40	Update 59 July 10, 2012	9-39 thru 9-40	<p>1) Corrects text in column three of rule 56 of Table 9-G to eliminate reference to “Is already on the rolls of our agency” and replace it with “Is not on your agency’s rolls.”</p> <p>2) Corrects text in column six of rule 56 of Table 9-G to eliminate reference to “Conv to Career-Cond Appt” and replace it with “Career-Cond Appt.”</p>
10-31 thru 10-32	Update 59 July 10, 2012	10-31 thru 10-32	<p>1) Updates text in column two of rules 44 and 45 of Table 10-E to reference E.O. 12015.</p> <p>2) Updates the translation for legal authority MAG from “E.O. 13562” to “Reg. 362.110.”</p>
11-17 thru 11-18	Update 59 July 10, 2012	11-17 thru 11-18	<p>1) Modifies text in column two of rules 45 and 46 of Table 11-A to add reference to “under Sch D, 213.3402(a).”</p> <p>2) Modifies text in column two of rule 47 of Table 11-A to add reference to “an appt under the PMF Program of the Pathways Programs under Sch D, 213.3402(c).”</p> <p>3) Updates the translation for legal authority YEF from “Reg. 362.110 – SCEP” to “Sch D, 213.3402(a) – SCEP” in rule 45 of Table 11-A.</p> <p>4) Updates the translation for legal authority YEG from “Reg. 362.110 – STEP” to “Sch D, 213.3402(a) – STEP” in rule 46 of Table 11-A.</p> <p>5) Updates the translation for legal authority YEH from “Reg. 362.110 – PMF” to “Sch D, 213.3402(c) – PMF” in rule 47 of Table 11-A.</p>

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-17 thru 11-18	Update 59 July 10, 2012	11-17 thru 11-18	6) Adds new text for rule 52 of Table 11-A to document the extension of an NTE appointment under the Internship Program of the Pathways Program and renumber the remaining rule in Table 11-A accordingly. 7) Updates text in the second column of rule 53 of Table 11-A to reflect that the rule is not applicable to an Internship under the Pathways Programs.
11-27 thru 11-30	Update 59 July 10, 2012	11-27 Thru 11-30	1) Modifies the text for remark A39 as reflected in Table 11-C, rule 23. 2) Adds new rule 24 to Table 11-C establishing new remark code A32. 3) Adds new rule 25 to Table 11-C establishing new remark code 35.
11-39 Thru 11-40	Update 59 July 10, 2012	11-39 Thru 11-40	Adds new Note 12 at the end of Table 11-C.
14-19 thru 4-20	Update 45 August 6, 2006	14-19 thru 14-20	1) Adds new rule 6 to Table 14-C to document the promotion of a Pathways intern and establishes new legal authority YEK/Reg. 362.203(e). 2) Adds new rule 7 to Table 14-C to document the promotion of a Pathways Recent Graduate and establishes new legal authority YEL/Reg. 362.303(e). 3) Adds new rule 8 to Table 14-C to document the promotion of a Pathways Fellow, establishes new legal authority YEM/Reg. 362.405(c), and renumber remaining rules in Table 14-C accordingly. 4) Updates text in column two of rules 9 and 10 to reference "Rules 1-8". 5) Updates note 3 of Table 14-C to include reference to Schedule D. 6) Adds new note 4 to Table 14-C regarding advancement to a higher grade while serving on an Intern NTE appointment.

**Page Intentionally Left Blank**

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

<i>R U L E</i>	<i>If the Selection is Based On</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 Note below)</i>
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
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 continuous 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	Reg. 315.707
7			Career-Conditional	501	Conv to Career-Cond Appt		

**Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (continued)**

<i>R U L E</i>	<i>If the Selection is Based On</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 Note below)</i>
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 Appt		
11			Career	500	Conv to Career Appt		
12	Career-Conditional		501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG	
13	Career	500	Career Appt				
14	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	LAH	Reg. 362.107(b) - PMF<
15			Career	500	Career Appt		
>16	Conversion of a former SCEP serving on a term appointment under E.O. 12015 (See Note 3)		Career-Conditional	501	Career-Cond Appt	LAT	Reg. 362.110 – Term<
17			Career	500	Career Appt		

## 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. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.
- >3. A former SCEP noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.<

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

<i>R U L E</i>	<i>If the Appointment is Based on</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 Note 1 of this table)</i>
55	Service under the Internship Program	Is not on your agency's rolls ***	Career	100	Career Appt	LAK	Reg. 315.713(a)(1)
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)
58			Career-Conditional	501	Conv to Career-Cond Appt		
59	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)
60			Career-Conditional	501	Conv to Career-Cond Appt		
61	Service as a Fellow under the Presidential Management Fellows Program (E.O. 13318) (see notes 3 and 4 and Table 9-I, rule 75)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAR	Reg. 362.110 - Fellow
62			Career-Conditional	501	Conv to Career-Cond Appt		
63	Service under the Student Career Experience Program of the Student Educational Employment Program (see note 5 and Table 9-I, rule 76)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAS	Reg. 362.110 - SEEP/SCEP
64			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)**

<i>R U L E</i>	<i>If the Appointment is Based on</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 Note 1 of this table)</i>
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 of this table)
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		
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		

## 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. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."
3. Upon successful completion of the Program, a Fellow initially appointed to a permanent position in an agency excepted from the competitive service may be appointed subsequently to a full-time permanent position in the competitive service without further competition one time only.
4. Use rules 61-62 if converting an existing PMF from class 2009, 2010, 2011, or 2012 to the competitive service under the provisions of E.O. 13562 and 5 CFR 362.110.
5. Use rules 63-64 if converting an existing SCEP employee to the competitive service under the provisions of E.O. 13562 and 5 CFR 362.110 during the Pathways transition period. Conversions under these authorities may only occur between July 10, 2012 and January 6, 2013.



**Table 10-E. Term Appointment, continued**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 &amp; 3 of this table)</i>
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
39		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
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)		
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
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**

<i>RULE</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 and 3 of this table)</i>
44	Based on eligibility for employment in the competitive service >under E.O. 12015< and employee is currently serving on a SCEP appointment (see note 7)	Is not an employee of your agency	108	Term Appt NTE (date)	MAG	>Reg. 362.110<
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

**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. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM approved Single Agy Auth

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.

6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.

7. Use this rule if converting existing SCEP appointments to a competitive service term appointment during the Pathways transition period. Conversions under this authority may only occur between July 10, 2012 and January 6, 2013.

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

<i>R U L E</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>
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)
42			Is already on the rolls of your agency	570	Conv to Exc Appt		
43	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)
44			Is already on the rolls of your agency	570	Conv to Exc Appt		
45	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 7 of this table)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEF	>Sch D, 213.3402(a) – SCEP<
46	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 7 of this table)	Is temporary	Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)	YEG	>Sch D, 213.3402(a) – STEP<
47	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 7 of this table)	Is without time limitation	Is already on the rolls of your agency	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)**

<i>R U L E</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>
48	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)
49			Is already on your agency's rolls	570	Conv to Exc Appt		
50		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
51			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)		
>52	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)<
>53<	Is serving on an Exc Appt NTE >that is not described in rule 52 above<					(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

## NOTES:

- 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.
- 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.
- 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.
- For information on [Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, C, and D see Figure 11-1, or [The Guide to Personnel Data Standards](#).
- Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
- 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 position in the competitive service, follow the instructions in Chapter 10.
- Use rules 45-47 if converting existing STEP, SCEP, and PMF appointments to comparable SCH D appointments under the Pathways Programs. Conversions under these authorities may only occur between July 10, 2012 and January 6, 2013.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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 of this table)	A11	Employment under this appointment must not exceed (number) working days a year.
16	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (see Note 5 of this table)	A12	Employment under this and previous appointment must not exceed (number) working days a year.
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 of this table)	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 of this table)	A08	Employment under this and previous appointment must not exceed (number) hours a year.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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	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)
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 of this table)		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.
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 of this table)	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
23	Appointment is made under the Pathways Programs as an Intern under Sch D, 213.3402(a) (see Note 6 of this table)		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 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 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.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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 a term, career or career-conditional 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	Reserved			
27	Appointment is made under the Veterans Recruitment Appointment (VRA)-5 CFR, part 307 (see Note 6 of this table)	Appointment is to a competitive service agency and <i>not</i> to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
28	Employee is already on 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)

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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 of this table)	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 of this table)		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 sec. 202 of title 18, U.S. Code		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 position or because of 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.



---

NOTES: (continued)

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. **Reserved.**
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.
- >12. Employees are placed in Tenure Group 0.<

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, and D 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(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(u) - Severe Physical Disabilities .....	WUM
- Mental Retardation.....	WTA
- Psychiatric Disability .....	WTB
213.3102(x) .....	WXM

**Table 14-C. Promotions in the Excepted Service**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>	
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288		
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	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3		
4								
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)**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
>8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	Reg. 362.405(c)<	
>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 of this table)	
>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 of this table)	
>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)	

## 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.  
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. See Table 14-L to translate codes into actual remarks.
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 Personnel Data Standards](#).
- >4. A Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment (see paragraph 1b(3) on page 14-3 of this chapter).<