

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

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Washington, DC 20415

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## The Guide to Processing Personnel Actions

Update 62

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

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. Unless an effective date is specified for a particular change within the table of the Summary of Changes that begins on the next page, the effective date of guidance in this document is the date shown at the top of this page.

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**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	
6-19 thru 6-20	Update 61 January 27, 2013	6-19 thru 6-20	1) Updates reference from “Central Personnel Data File” to “Enterprise Human Resources Integration” in Section 2-7b.
11-39 thru 11-40	Update 60 October 18, 2012	11-39 thru 11-40	Effective March 25, 2013, consistent with the final regulation published in Federal Register Vol. 78, No. 36 on February 22, 2013, the reference to legal authority WTA is updated from “Sch A, 213.3102(u) - Mental Retardation” to “Sch A, 213.3102(u) - Intellectual Disability” .
15-7 thru 15-10	various	15-7 thru 15-10	<p>1) Modifies the text in the Job Aid instructing on the “Number of Days/Hours in Nonpay Status Allowed Without Penalty” for FEGLI.</p> <p>2) Deletes reference to remark M73 in the eighth column of Table 15-A, rules 6-10.</p> <p>3) Adds reference to new rules 8 and 9 of Table 15-B in the eighth column of Table 15-A, rules 6-10.</p> <p>4) Deletes the following text from the ninth column of Table 15-A, rules 6-10: To be furloughed on (list dates) for a total of (number) hours.</p>

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
15-17 thru 15-18	Update 56 January 1, 2012	15-17 thru 15-19	<p>1) Revises the text for remark B72 as reflected in the last column of rule 3 of Table 15-B.</p> <p>2) Effective retroactive to July 10 ,2012, updates reference in the 4<sup>th</sup> column of Table 15-B, rule 4 from “Schedule B” to “Schedule D”.</p> <p>3) Revises the text for remark B71 as reflected in the last column of rule 5 of Table 15-B.</p> <p>4) Updates the reference in the second column of rules 6 and 7 of Table 15-B from “rule 28” to “rule 29”.</p> <p>5) Inserts new page number 15-19 reflecting the continuation of Table 15-B.</p> <p>6) Adds new rules 8 and 9 to Table 15-B. Rule 8 instructs on the use of existing remark M73 and rule 9 establishes new remark code M75 and instructs on its use.</p> <p>7) Updates reference in Note 3 of Table 15-B from “rule 28” to “rule 29”.</p> <p>8) Adds new notes 4 and 5 to Table 15-B.</p>

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documented on the Standard Form 144A or an agency equivalent form.

(1) 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.

(2) Agency equivalent forms may be variations on the Standard Form 144A or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:

- what periods of service were evaluated;
- what periods of service were determined to be creditable for leave accrual purposes;
- the amount of time credited for each period of service; and
- 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 Standard Form 144-A or equivalent form.

**d. Filing.**

(1) Standard Form (SF) 144-A or equivalent and the supporting documents should be filed on the right side of the Official Personnel Folder. 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.

(2) The Standard Form 144, Statement of Prior Federal Service, should be filed according to agency instructions.

**2-7. Retirement-Related Data.**

**a. Creditable military service** is reported in remark M39 and to Enterprise Human Resource Integration. 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 Resources Integration .< 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.

(1) 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.

(2) Computing frozen service.

(a) Frozen service is always *zero* if the employee:

- is *automatically* covered by the Federal Employees' Retirement System (FERS) or FERS-RAE; OR
- 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
- has less than 5 years of creditable *civilian* service before *electing* FERS coverage.

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

(b) 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:

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.

$$\begin{array}{r} (1) \quad 1975-06-17 \\ \quad \quad \underline{-1974-11-20} \\ \quad \quad \quad 0-06-27 \end{array}$$

$$\begin{array}{r} (2) \quad 1981-12-12 \\ \quad \quad \underline{-1976-09-03} \\ \quad \quad \quad 5-03-10 \end{array}$$

$$\begin{array}{r} (3) \quad 1984-06-16 \\ \quad \quad \underline{-1982-10-06} \\ \quad \quad \quad 1-08-10 \end{array}$$

Step 2: Add all the periods of service.

$$\begin{array}{r} 0-06-27 \\ 5-03-10 \\ \underline{+1-08-10} \\ 6-17-47 \end{array}$$

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".

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
- >Intellectual Disability< .....	WTA
- Psychiatric Disability .....	WTB
213.3102(x) .....	WXM



**Job Aid****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 Standard Form 50, Notification of Personnel Action.

<b>Determination</b>	<b>Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)</b>	
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		
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 for Step	Nonpay Time Allowed
	2-3-4	2 workweeks (80 hours for full-time employee)
	5-6-7	4 workweeks (160 hours for full-time employee)
	8-9-10	6 workweeks (240 hours for full-time employee)
Within-grade Increase Federal Wage System	Waiting Period for Step	Nonpay Time Allowed
	2	1 workweek (40 hours for full-time employee)
	3	3 workweeks (120 hours for full-time employee)
	4 - 5	4 workweeks (160 hours for full-time employees)
<i>Continued on next page</i>		

## Job Aid

**Effects of Nonpay Status, continued**

<b>Determination</b>	<b>Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)</b>
Federal Employees' Group Life Insurance	<p>&gt;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.</p> <p>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.&lt;</p>
Federal Employees Health Benefits	<p>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 890.303-890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a>. 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.</p>

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.

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
1	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
2		The furlough is more than 30 calendar days and not covered under Rule 1			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/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
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 nonconsecutive 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). ***
7		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
8		Is for 30 calendar days (or 22 workdays a year) 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 a year) 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-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status**

<i>R U L 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, 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 at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (See Note 3 of this table)
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 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 <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (See Note 3 of this table)

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

<i>R U L E</i>	<i>If</i>	<i>And Employee</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	>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 at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (See Notes 2 and 3 of this table)
6	Nature of action code is 473 or is 460 when rule >29< 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 at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.
7		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 at <a href="http://www.opm.gov/insure/life">http://www.opm.gov/insure/life</a> for detailed information.

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

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>Then Required code is</i>	<i>And Remark is</i>
> 8	Nature of action code is 471	Has been informed of specific furlough date(s) and total number of hours	M73 (see Note 4 of this table)	To be furloughed on (list dates) for total of (number) hours.
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 of this table)	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 date(s) that you will be furloughed during each pay period.<

## 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.
3. Do not use this remark when rule >29< of Table 15-A is applicable.
- >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.
5. No additional personnel processing is required when the employee is notified of specific furlough dates.<