

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

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Washington, DC 20415

October 6, 2013

## The Guide to Processing Personnel Actions

Update 64

### \*\*\* 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	
4-19 thru 4-22	various	4-19 thru 4-22	<p>1) Effective October 1, 2013, adds reference to “354/Death in the Line of Duty” to the instructions in the Job Aid for when to complete Blocks 5-C, 5-D, 6-C and 6-D.</p> <p>2) Modifies the instructions for how to complete Block 10 of the Job Aid by deleting the example for documenting the grade or level of the position as a single digit.</p> <p>3) Updates reference throughout Chapter 4 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.</p>
4-29 thru 4-30	Update 45 August 6, 2006	4-29 thru 4-30	Effective October 1, 2013, adds reference to new remark code E59 in the instructions for how to complete block 23 of the Job Aid.
7-5 thru 7-7	Update 34 July 30, 2000	7-5 thru 7-7	<p>1) Effective October 1, 2013, adds reference to new veterans’ preference code 7/Sole Survivorship Preference (SSP) to the Job Aid which requires use of remark E59.</p> <p>2) Effective October 1, 2013, updates Section 2-3c to add reference that new Remark Code E59 is required when new Veterans Preference code 7 is cited in Block 23.</p>
9-45 thru 9-46	Update 43 July 25, 2004	9-45 thru 9-46	<p>1) Modifies the text in column two of rules 8 and 9 of Table 9-I to instruct that these rules are applicable to positions other than Administrative Law Judge.</p> <p>2) Adds new rule 10 to Table 9-I establishing new remark code E08 relating to appointment of an Administrative Law Judge and, accordingly, renumber the three rules which follow rule 10.</p> <p>3) Updates reference throughout Chapter 9 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.</p>
9-53 thru 9-54	Update 43 July 25, 2004	9-53 thru 9-54	Effective October 1, 2013, adds new rule 60 to Table 9-I instructing on the use of new remark code E59 for Sole Survivorship veterans preference.

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-53 thru 10-54	Update 61 January 27, 2013	10-53 thru 10-54	Effective October 1, 2013, adds new rule 54 to Table 10-I instructing on the use of new remark code E59 for Sole Survivorship veterans preference.
11-25 thru 11-26	Update 59 July 10, 2012	11-25 thru 11-26	<ol style="list-style-type: none"> <li>1) Deletes reference to Intern in the third column of rule 4 of Table 11-C.</li> <li>2) Modifies the second column of rules 5 and 6 of Table 11-C to instruct that these rules are used when rule 4 is not applicable.</li> <li>3) Deletes reference to remark code E19 and its translation in the fourth and fifth columns, respectively, of rule 5 of Table 11-C and newly instruct that the remark code and translation is to be determined by the employing agency.</li> </ol>
11-29 thru 11-30	Update 60 October 18, 2012	11-29 thru 11-30	<ol style="list-style-type: none"> <li>1) Effective October 1, 2013, adds new rule 26 to Table 11-C instructing on the use of new remark code E59 for Sole Survivorship veterans preference.</li> <li>2) Updates reference throughout Chapter 11 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.</li> </ol>
11-39 thru 11-40	Update 63 July 28, 2013	11-39 thru 11-40	Adds new Note 9 at the end of Table 11-C referencing agency determined remark codes.
15-9 thru 15-10	Update 63 July 28, 2013	15-9 thru 15-10	Effective October 1, 2013, adds reference to new note 7 in the second column of Table 15-A on page 15-9.
15-13 thru 15-16	Update 58 May 22, 2012	15-13 thru 15-16	<ol style="list-style-type: none"> <li>1) Corrects reference in Note 3 at the end of Table 15-A from “Rule 25” to “Rule 26”.</li> <li>2) Effective October 1, 2013, adds new note 7 to Table 15-A addressing shutdown furloughs.</li> </ol>

## The Guide to Processing Personnel Actions (4)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-15	Update 47 December 23, 2007	17-15	<p>1) Modifies the text in the second column of rules 1, 2, and 4 of Table 17-B from “i.e.” to “e.g.”</p> <p>2) Deletes reference to 5 CFR 534.404(e)(2) from Note 2 of Table 17-B.</p> <p>3) Adds new note 5 to Table 17-B instructing that 5 CFR 534.404(e)(2) may no longer be used as an authority.</p>
30-15 thru 30-18	Update 45 August 6, 2006	30-15 thru 30-18	<p>1) Effective October 1, 2013, adds new rule 36 to Table 30-B instructing on the use of new remark E59 for Sole Survivorship veterans preference.</p> <p>2) Effective October 1, 2013, adds new rule 5 to Table 31-D referencing new remark code E59 for Sole Survivorship veterans preference and renumber rules 6-19 accordingly.</p>
31-15 thru 31-18	Update 47 December 23, 2007	31-15 thru 31-18	<p>1) Effective October 1, 2013, adds reference to “Death in the Line of Duty” to the Table Summary.</p> <p>2) Effective October 1, 2013, adds reference to note 5 in column two of Rule 1 of Table 31-B.</p>
31-25 thru 31-26	Update 47 December 23, 2007	31-25 thru 31-26	<p>1) Effective October 1, 2013, adds new rule 64 establishing new NOAC 354/Death in the Line of Duty and renumbers the remaining rules in Table 31-B accordingly.</p> <p>2) Effective October 1, 2013, adds new Note 5 to Table 31-B instructing on when to document a “Death” or “Death in the Line of Duty” action.</p>
31-29 thru 31-30	Update 47 December 23, 2007	31-29 thru 31-30	Effective October 1, 2013, adds new rule 37 to Table 31-C instructing on the use of new remark E59 for Sole Survivorship veterans preference.
31-37 thru 31-38	Update 47 December 23, 2007	31-37 thru 31-38	Effective October 1, 2013, adds new rule 9 to Table 31-D referencing new remark code E59 for Sole Survivorship veterans preference and renumber rules 10-19 accordingly.

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
2	Social Security Number, continued	Complete on all actions.	<p>Personnel Management; then assign the four sequential digits, the following controls must be maintained: <b>(1) Uniqueness.</b> Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.</p> <p><b>(2) Correction.</b> When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to Enterprise Human Resources Integration (EHRI)), a correction is required. Follow the instructions in <a href="#">The Guide to Human Resources Reporting Requirements</a> for preparing corrections for EHRI. Note that for EHRI, a complete correction action is required for each action processed with the pseudo number.</p> <p><b>d. Multiple Appointments.</b> If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—"Concurrent employment (identify position or agency unit where concurrently employed)."</p> <p><b>e. To obtain a valid Social Security Number,</b> the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.</p> <p><b>f. Corrections.</b> See Chapter 32 for instructions.</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

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

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

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

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
7	FROM: Position Title and Number	<p><b>a.</b> Leave blank on actions that grant presidential rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <p style="padding-left: 20px;"><b>(1)</b> separations,</p> <p style="padding-left: 20px;"><b>(2)</b> actions that place employee in nonpay status, and</p> <p style="padding-left: 20px;"><b>(3)</b> any other action that moves the employee to another position.</p> <p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
8	Pay Plan		Enter the pay plan and occupational code shown in "To" portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085" would be entered as "0085.") Note: the occupational code must be entered for all pay plans, including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9	Occupational code		
10	Grade or Level		Enter grade or level shown in the "To" portion of employee's last Notification of Personnel Action:
		<p><b>a.</b> Enter "00" if employee is in the Senior Executive Service (SES).</p> <p><b>b.</b> If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example "&gt;"09" or "&lt;"12".&lt; If the position has no grade or level, enter two zeros ("00").</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <i>not</i> the grade they are retaining for pay and benefit purposes.</p>	



## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
20A	Basic Pay	<b>a.</b> Leave blank on: (1) actions that document	Enter the employee's rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.
20B	Locality Adjustment	administratively uncontrollable overtime pay, availability pay, separation incentives, and presidential rank awards. (Natures of Action 818, 819, 825, and 878).	Enter the difference between the adjusted basic pay (block 20C) and basic pay (block 20A.) This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment.
20C	Adjusted Basic Pay	(2) separations; and	Enter the maximum adjusted rate of basic pay, including any locality payment, special rate supplement, or equivalent payment, after taking into account all pay caps that may be applicable.
20D	Other Pay	(3) actions that place employee in nonpay status; <b>b.</b> Complete on any action that changes employee's salary. <b>c.</b> Completion is optional for other actions; follow your agency's instructions.	<b>a.</b> Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). <b>b.</b> Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or supervisory differential. <b>c.</b> Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. <b>d.</b> All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21	Pay Basis	<b>a.</b> Leave blank on actions that document, administratively uncontrollable overtime pay, presidential rank awards, and separation incentives (Natures of Action, 818, 825, and 878). <b>b.</b> Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use <a href="#">The Guide to Data Standards</a> to select appropriate code.  Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
22	Name and Location of Position's Organization	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.</p> <p><b>a.</b> Enter organization name as it is shown on the position description.</p> <p><b>b.</b> In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p><b>c.</b> For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23	Veterans' Preference	<p><b>a.</b> Complete on appointments, conversions to appointments, actions that change veterans' preference (883) and separations.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use <a href="#">The Guide to Data Standards</a> to select the appropriate code. &gt;When code 7 is cited, remark E59 is required.&lt;</p>
24	Tenure	<p><b>a.</b> Completion is optional on pay change actions; follow your agency's instructions.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined in <a href="#">The Guide to Data Standards</a>, enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.</p>

*Continued on next page*

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

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

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## Subchapter 2. Change in Veterans' Preference for Reduction in Force

### 2-1. Coverage.

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

### 2-2. Use of SF 52.

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

### 2-3. Instructions.

**a.** Use the **Restructuring Information Handbook**, Module 3, Reduction-in-Force, to see if a change is warranted based on the evidence furnished by the employee.

**b.** Enter the following in blocks 5A-D of the Standard Form 52/50:

<i>Nature of Action</i>	<i>Authority</i>
<b>883 Chg in Vet Pref for RIF</b>	<b>CCM 5 U.S.C. 2108</b>

**c.** Enter the appropriate values in blocks 23 and 26. >If code 7 is cited in Block 23 remark E59 is required.<

**d.** Enter in Part F of the Standard Form 52 or block 45 of the Standard Form 50 any additional remarks/remark codes required by your agency or that are necessary to explain the action(s).

**e.** When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the Standard Form 52.

**f.** Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.

**g.** Record change in any other agency records that use veterans' preference.

**h.** Check **The Guide to Personnel Recordkeeping** to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of the employee's Official Personnel Folder. Return all unused documents to the employee.

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**Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete an appointment affidavit, Standard Form 61, Appointment Affidavit.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).

**Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
8	>Employee is receiving a career appointment to a position other than an Administrative Law Judge<	Employee has completed the service requirement for career tenure	T07	Completed service requirement for career tenure from (date) to (date).
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.
10	>Employee is receiving an appointment as an Administrative Law Judge	Employee is automatically exempt from the probationary period requirements per Reg. 930.204(e)	E08	Administrative Law Judges receive a career appointment and are exempt from the probationary period requirements.<
>11<	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.
>12<		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.
>13<		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).



**Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
60	>Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.<
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this Standard Form 50. However, Basic Life insurance coverage is always at least \$10,000.

**Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
68	Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
69	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
70		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
71			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 7 of this table)

**Table 10-I. Remarks to be Shown on the Standard Form 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>
45	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
47	Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
48	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50	Employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," or "NR"	Rule 49 does not apply	M45	Employee is automatically covered under FERS or FERS-RAE.
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.

**Table 10-I. Remarks to be Shown on the Standard Form 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>
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	>Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.<
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4			Employee is *** a Recent Graduate or Fellow under the Pathways Programs	A36
5	>Appointment or conversion to appointment action requires employee to complete a trial period and rule 4 is not applicable<	Employee has not completed that trial period	>Determined by employing agency (see Note 9 of this table)	Determined by employing agency (see Note 9 of this table).<
6		Employee has already completed that trial period	E03	Trial period completed.
7	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).
8		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).

**Table 11-C. Remarks to be Shown on SF 50 (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>
9	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
10	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (see Note 3 of this table)
11	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.
12	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. (See Note 4 of this table)

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	>Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”	E59	When “7” is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference<
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. >The first character of the code must be either Y or Z and the agency's remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1, Section 1-4c(2) of this Guide.<
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(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

**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 >(see note 7 of this table).<	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, is not covered under Rule 1, and is effected under 5 CFR part 351			PNM	Reg. 351.603		
3		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
4		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
5		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

**Table 15-A. Documenting Placements in Nonpay/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 M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
7		Is for more than 30 calendar days (or 22 workdays) and is effected under 5 CFR part 351			PNM	Reg. 351.603		
8		Is for 30 calendar days (or 22 workdays) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
9		Is for 30 calendar days (or 22 workdays) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
10		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

**Table 15-A. Documenting Placements in Nonpay/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>
25	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
26		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3 of this table)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81
27		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806		
28		LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position			DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)

**Table 15-A. Documenting Placements in Nonpay/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>
29	Leave without pay (LWOP)	Documents the beginning of LWOP to perform duty with the uniformed services when the employee <i>does not</i> have restoration rights under 38 U.S.C. 4301 et. seq. (i.e., rules 36 or 37 of this table are not applicable) See note 6	460	LWOP NTE (date)	DAM	Reg. 630.101		
30		LWOP, that is not covered by Rules 25-29, is scheduled to exceed 30 calendar days						
31	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104		
32					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)		

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>
33	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		
34	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
35	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)
36	To document the <i>beginning of unpaid leave of absence (LWOP)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	<i>Service is not qualifying</i> for reservist differential provision in 5 U.S.C. 5538	473	Absent – Uniformed Service (See notes 5 and 6 below)	Q3K	5 CFR part 353		

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>
37	To document the <i>beginning of an employee's absence (whether in pay or nonpay status)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service <i>is qualifying</i> for reservist differential provision in 5 U.S.C. 5538 (i.e., service is qualifying regardless of whether differential is actually payable)	473	Absent – Uniformed Service (See notes 5 and 6 below)	Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538		

## NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."
2. The legal authority suffix "MFD" means more than 14 days."
3. Rule >26< only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.
4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.
5. Periods of Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing.
6. If an employee provides multiple military orders documenting *continuous* periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule *is not* applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD *is not* required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule 29 is immediately followed by NOAC 473 (or vice versa). **Example:** Employee submits three military orders to agency documenting *continuous* military service that begins on January 2, 2012, and ends on December 31, 2012. Military order #1 reflect rule 36 service from January 2, 2012, to February 15, 2012; military order #2 reflect rule 36 service from February 16, 2012, to April 30, 2012; and military order #3 reflect rule 37 service from May 1, 2012, to December 31, 2012. The employee uses paid leave during absence in January 2012, begins use of unpaid leave (LWOP) on February 1, 2012, and returns to duty on January 1, 2013. *Per rule 36*, process NOAC 473 effective February 1, 2012, *to document the beginning of unpaid leave (LWOP)*. This single personnel action documents the period of continuous service that is subject to rule 36 per orders #1 and #2. Additionally, process an NOAC 473 effective May 1, 2012, *to document the beginning of the employee's absence* for the continuing service under order #3 as required by *rule 37*. An NOAC 292/RTD *is not* required between the back-to-back actions required per rules 36 and 37. On January 1, 2013, process an NOAC 292/RTD.
- >7. Unlike an administrative furlough, agencies should not prepare an SF-50, "Notification of Personnel Action" (or a List Form of Notice for a group of employees who are to be furloughed on the same day or days each pay period) at the outset of a shutdown furlough. Instead, employees will receive a shutdown furlough notice citing the reasons for the furlough because the ultimate duration of a shutdown furlough is not known by agencies at the outset of the furlough. Once an appropriation has been signed by the President, agencies will be instructed on the appropriateness of preparing SF-50 documentation.<



**Table 17-B. Pay Changes Under the Senior Executive Service Pay System (SES)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code</i>	<i>Authority is</i>
1	Performance-based pay increase provided on an annual cycle (>e.g.,< under 5 CFR 534.404(d) or (e)(1))	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)
2	Performance-based pay increase provided on an irregular basis (>e.g.,< under 5 CFR 534.404(c)(4)(i))	892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)
3	A pay increase for a member of the SES not to exceed the amount necessary to maintain the SES member's relative position in the SES rate range (i.e., under 5 CFR 534.404(b)(4))	890	Misc Pay Adj	Q3C	Reg. 534.404(b)(4)
4	Other pay increase which <b>does not begin</b> a new 12-month period for the purpose of applying the 12-month rule (>e.g.,< under 5 CFR 534.404(c)(3)(vii) or 534.406(c))			Q3D	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Other pay increase which <b>begins</b> a new 12-month period for the purpose of applying the 12-month rule (i.e., under 5 CFR 534.404(c)(4)(ii) or (iii))			Q3E	(Cite appropriate law, E.O., or regulation that authorizes the action)
6	Rate reduction for performance or disciplinary reasons (i.e., under 5 CFR 534.404(b)(6))	897	Pay Reduct	Q3F	Reg. 534.404(b)(6)

## Notes:

1. If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at earlier time.
2. If an SES member is granted a pay increase under \*\*\* 534.404(f)(2) and the previous determination is performance-based, then rule 2 applies. If the previous determination is **not** performance-based, then rule 4 applies.
3. If an SES member is granted a pay increase under 5 CFR 534.404(c)(4)(iv) and the increase is performance-based, then rule 2 applies. If the increase is **not** performance-based, then rule 5 applies.
4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using Rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.
- >5. Due to statutory changes under Public Law 110-372, October 8, 2008, 5 CFR 534.404(e)(2) may no longer be used as an authority.<

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**Table 30-B. Remarks Required for Retirement Actions (Continued)**

R U L E	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s)</i> <i>(See Note 1 of this table)</i>
36	>Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”		E59<
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Reserved			
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63

NOTES:

1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the “35 hours equals 6 days of service credit.” When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

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**Table 30-C. Remarks and Codes**

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	>E59	When“7” is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.<
>6<	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
>7<	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
>8<	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
>9<	M26	Employee was advised of opportunity to file grievance and elected to do so.
>10<	M27	Employee was advised of opportunity to file grievance and elected not to do so.
>11<	M58	No SES reinstatement rights.
>12<	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
>13<	M67	Forwarding address:
>14<	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
>15<	N26	Lump-sum payment to cover (number) hours ending (date and hour).
>16<	N27	Lump-sum payment to be made for any unused annual leave.

**Table 30-C. Remarks and Codes (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
>17<	P05	Special rate under 5 U.S.C. 5305.
>18<	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
>19<	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
20	Reserved	
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

**Table Summary: Table 31-B. Documenting Separations other than Resignations and Retirements**

<i>If Action is based on</i>	<i>Go to Rules</i>
Abandonment of position	61
Appointment in another agency	2-12
Conduct	35-40
Conduct and Performance	41-46
Contracting out of Employee's Position	17
Death	1
>Death in the Line of Duty	64<
Directed Reassignment, failure to accept	21-23
Expiration of Appointment	14
Failure to qualify for conversion	57-60
Function or activity moves, employee declines to accompany	24-26
Lack of work/funds when employee is on a temporary appointment	18-19
Merit Systems Protection Board instruction	53
National security, directed by head of agency	56
Office of Personnel Management instruction	54-55
Performance	27-34
Pre-appointment conditions	47-52
Reemployed annuitant, employee being a	62
Reduction in Force (RIF)	15-16
Relocation of a Department of Defense Sponsor	20
Uniformed Services, duty with	13
Circumstances not listed above	63-65

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

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
1	Because of death of employee >(see note 5 of this table)<		350	Death		(No entry required)
2	Because employee moves without break in service from one Senior Executive Service position to another in a different agency (see Note 1 of this table)		352	Termination- Appt In (Agency)	VCR	5 U.S.C. 3395
3	When an Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by the appointing officer	Action is based on unacceptable performance during the Senior Executive Service probationary period			VDJ	5 U.S.C. 3594(a)
4		Action is based on less than fully successful performance following the Senior Executive Service probationary period			VCS	5 U.S.C. 3594(b)(1)
5		Action is based on reduction in force			VCT	5 U.S.C. 3594(b)(2)
6		Action is based on failure to be recertified			VCW	5 U.S.C. 3594(b)(3)
7		Separation is because function moves from one agency to another			PDM	Reg. 351.302
8	Employee accepts job at a higher grade	DFM			Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)	
	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (see Notes 1 and 2 of this table)					

**Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)**

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (see Notes 1 and 2 of this table)	Employee accepts a job at a lower grade job	352	Termination- Appt In (agency)	DKM	Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)
10		Employee accepts a job at the same grade or in a different pay system			DBM	Cite specific authority for action (i.e., 5 CFR part 715, or an agency specific authority)
11		To transfer to an international organization			PZM	Reg. 352.308
12		To accept appointment with the American Institute in Taiwan			ZPM	P.L. 96-8
13	Because employee is entering on duty with the uniformed services	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation-US	Q3K	5 CFR part 353
14	Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited		355	Termination-Exp of Appt		(No Entry Required)

**Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)**

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
55	Instructed by the Office of Personnel Management	Is based on reasons other than suitability	357	Termination	A3M	CS Rule V
56	Effected by agency head in the interest of national security		330	Removal	V4J and ZEM	5 U.S.C. 7532 and E.O. 10450
57	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704	Action is effected under procedures of 5 U.S.C., chapter 75			LTM and VAJ	Reg. 315.704(c)-conduct and 5 U.S.C. 75
58		Action is not effected under procedures of 5 U.S.C., chapter 75	357	Termination	LTM	Reg. 315.704(c)-conduct
59	Because employee failed to qualify for conversion under Regulation 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination	Action is effected under 5 U.S.C., chapter 75	330	Removal	LUM and VAJ	Reg. 315.704(c) and 5 U.S.C. 75
60		Action is not effected under 5 U.S.C., chapter 75	357	Termination	LUM	Reg. 315.704(c)
61	Because employee abandoned his or her position (see Note 4 of this table)	Adverse action removal procedures are not followed			C7M	Reg. 715.202-Abandonment
62	Of a reemployed annuitant serving at the will of the appointing authority	The basis and procedure for the termination are not covered in Rules 14-61			VCM	5 U.S.C. 3323

**Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)**

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
63	For employee to accept employment with a non-Federal Government entity that takes over his or her Federal functions	The employee will continue to receive Federal benefits	390	Separation-Appt In (name of entity)	ZLM	(Cite specific statute that authorizes the transfer of function)
>64	Because of death of employee in the line of duty (see note 5 of this table)		354	Death in the Line of Duty<		
>65<	Under circumstances not described elsewhere in this table	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)
>66<		Employee is not entitled to appeal the separation	357	Termination		

## NOTES:

1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.
2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving in order to determine if the move is to a position at a higher or lower grade.
3. The agency should review a copy of the orders assigning the employee's sponsor to a new duty station before using this code.
4. If employee is later found, in fact, to have resigned before the termination was processed, the termination can be corrected (following the procedures in Chapter 32) to show a resignation.
- >5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President and is documented using rule 64. If at the time of processing the action a determination of death in the line of duty is pending confirmation, document the action using rule 1 and should the finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64.<

**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of <i>proposed</i> position change for failure to satisfactorily complete that probationary period		S74
20		Resigns after being notified of <i>decision</i> on position change as a result of failure to satisfactorily complete that probationary period		S75
21	Employee received a reduction-in-force notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56
22			Gave reasons for declining the offer	S51, S54, and R55
23		Was not offered another job		S51 and S58
24	Separation is based on employee's declination of relocation			R53
25	Separation is based on employee's declination of assignment			R52
26	Employee is terminated after receiving a written notice of adverse action <i>proposed</i> by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the proposed adverse action (see Note 2 of this table)	The action proposed was a separation	S42
27			The action proposed was a demotion	S41
28			The action proposed was a suspension	S40
29	Employee is terminated after receiving a written notice of <i>decision</i> on an adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the pending adverse action (see Note 2 of this table)	The decision was a separation	S45
30			The decision was a demotion	S44
31			The decision was a suspension	S43

**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
32	Separation is ordered by the Merit Systems Protection Board			S73
33	Separation is ordered by the Office of Personnel Management			S46
34	Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board			S47
35	Nature of Action is <i>355/Termination—Exp of Appt</i>	Employee refused extension of appointment		S57
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78
37	>Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”		E59<
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)			P82
39	Employee's total salary includes a supervisory differential			P80
40	Reserved			

**Table 31-D. Codes and Corresponding Remarks**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	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.
9	>E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.<
>10<	G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
>11<	G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 late.]
>12<	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
>13<	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
>14<	M26	Employee was advised of opportunity to file grievance and elected to do so.
>15<	M27	Employee was advised of opportunity to file grievance and elected not to do so.
>16<	M58	No SES reinstatement rights.
>17<	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
>18<	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
>19<	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$ ) severance pay fund to be paid at the rate of (\$ ) per week over (number) weeks beginning (date).