

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

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Washington, DC 20415

January 11, 2015

## **The Guide to Processing Personnel Actions**

Update 69

### **\*\*\* 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 Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. 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	
3-3 thru 3-5	Update 67 November 6, 2014	3-3 thru 3-5	Add new guidance to Section 1-2b instructing on how to record the name when the employee has a single name.
3-11 thru 3-12	Update 41 April 6, 2003	3-11 thru 3-12	1) Modifies text in Section 2-7b(6) addressing Figure 3-2. 2) Updates the name of the applicable OPM program office referenced in Section 2-7b(13).
3-31 thru 3-32	Update 43 July 25, 2004	3-31 thru 3-32	Retitle Figure 3-2 and updates the instructions for determining credit for service and benefits accordingly.
3-35 thru 3-36	Update 41 April 6, 2003	3-35 thru 3-36	1) Modifies text in Figure 3-3 which addresses Figure 3-2. 2) Updates applicable office title in rule 3 of Figure 3-4.
4-5 thru 4-6	Update 67 November 6, 2014	4-5 thru 4-6	Add new guidance to Section 4a instructing on how to record the name when the employee has a single name.
6-25 thru 6-26	Update 67 November 6, 2014	6-25 thru 6-26	1) Add the text from Note 4 at the end of Note 2 thereby eliminating the need for a separate Note 4 at the bottom of page 6-25. 2) Clarifies Figure 6-6 to reflect the continuous service with Defense Logistics Agency and Department of Interior as a single calculation (i.e., there is no break in service between the two appointments).
11-33 thru 11-34	Update 68 November 6, 2014	11-33 thru 11-34	Revises the text in the second column of rule 60, Table 11-C, and revises the translation for remark P83 as reflected in the last column of this rule per Pub. Law 113-235 (section 738 of title VII of division E).
13-13 thru 13-14	Update 68 November 6, 2014	13-13 thru 13-14	Revises the text in the second column of rule 9, Table 13-C, per Pub. Law 113-235 (section 738 of title VII of division E).
13-17	Update 68 November 6, 2014	13-17	Revises the translation for remark P83 in rule 22, Table 13-D, per Pub. Law 113-235 (section 738 of title VII of division E).

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-49 thru 14-52	Update 65 February 9, 2014	14-49 thru 14-52	1) Revises the text in the second column of rule 40, Table 14-K, per Pub. Law 113-235 (section 738 of title VII of division E). 2) Revises the translation for remark P83 in rule 32, Table 14-L, per Pub. Law 113-235 (section 738 of title VII of division E).
29-7 thru 29-8	Update 55 October 9, 2011	29-7 thru 29-8	1) Updates the regulatory citation for legal authority VPA from “Reg. 575.315” to “Reg. 575.314” in rule 25 of Table 29. 2) Updates the regulatory citation for legal authority VPB from “Reg. 575.315(Higher Cap)” to “Reg. 575.314(Higher Cap)” in rule 26 of Table 29. 3) Updates the regulatory citation for legal authority VPC from “Reg. 575.315(g)” to “Reg. 575.314(g)” in rule 27 of Table 29.
30-15 thru 30-19	various	30-15 thru 30-19	1) Add rule 42 to Table 30-B addressing the use of remark code P83 per Pub. Law 113-235 (section 738 of title VII of division E), and renumber remaining rule accordingly. Prior guidance on the use of P83 was inadvertently deleted from Table 30-B when Update 67 was issued. 2) Add rule 23 to Table 30-C reflecting the translation for remark code P83 per Pub. Law 113-235 (section 738 of title VII of division E), and renumber remaining rules accordingly. Prior guidance on the use of P83 was inadvertently deleted from Table 30-C when Update 67 was issued.
31-35 thru 31-36	Update 65 February 9, 2014	31-35 thru 31-36	Revises the text in the second column of rule 78, Table 31-C, per Pub. Law 113-235 (section 738 of title VII of division E).
31-39 thru 31-40	Update 67 November 6, 2014	31-39 thru 31-40	Revises the translation for remark P83 in rule 40, Table 31-D, per Pub. Law 113-235 (section 738 of title VII of division E).

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
32-17 thru 32-18	Update 50 June 7, 2009	32-17 thru 32-18	1) Add a reference to Note 1 in the heading of the fourth column in Table 32-D 2) Add a reference to Note 2 in the second column of rule 13 of Table 32-D. 3) Add a new requirement for the use of remark C21 in the fourth column of rule 13 of Table 32-D. 3) Add a new Note 2 at the end of Table 32-D.
32-21 thru 32-22	Update 53 September 12, 2010	32-21 thru 32-22	1) Add a reference to new Note 3 in the second column of rule 18 in Table 32-F. 2) Add a new Note 3 at the end of Table 32-F.
32-25 thru 32-26	Update 50 June 7, 2009	32-25 thru 32-26	1) Revises the translation for remark code C21 as newly reflected in the third column of rule 19 of Table 32-H. 2) Updates the text addressing Figure 3-2 in Note 3 at the end of Table 32-H.

## Chapter 3. General Instructions for Processing Personnel Actions

### Subchapter 1. General Instructions

#### 1-1. Authority to Prescribe Reporting Requirements.

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

#### 1-2. Employee Name.

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

**b. Recording employee's name.** The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr.)  
[comma] [space]  
FIRST NAME or INITIAL [space]  
MIDDLE NAME(s) or initial(s)  
Examples:  
DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE  
O'REILLY, JOHN F.X.  
MARTINEZ-SANDOVAL, MARIA  
ELENA  
>NO LAST NAME, TAYLOR NMN  
TAYLOR, NO FIRST NAME NMN<

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

#### 1-3. Effective Dates.

**a. Prior Approval.** Except as explained in Table 3-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an approved electronic authentication in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of

appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

**b. Setting Effective Dates.** Unless otherwise indicated on the Notification of Personnel Action, separations, actions to terminate grade and pay retention, and Opt Out Phased Employment/Retirement actions are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

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

(1) Follow instructions in Table 3-A to set dates in situations where approval of the appointing officer is required. Use Figure 3-1 to identify Comptroller General Decisions that address effective dates and how they are set in specific situations.

(2) Follow instructions in Table 3-B to set dates in those situations where prior approval of the appointing officer is not required.

#### **1-4. Approval of Personnel Actions.**

**a. Requirement for approval.** As explained in paragraph 1-3a, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

**b. Delegation of appointing authority.** Under 5 U.S. Code 302, the head of an agency may delegate appointing

authority to subordinates. Such delegations are generally made to the agency's director of personnel who then redelegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of specific position. The delegation must be in writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

**c. Responsibilities of the appointing officer.** The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, including issues such as qualifications, pay, and suitability. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

**d. Criteria for selection of appointing officers.** Agencies must ensure that appointing authority, that is, the authority to approve and certify actions, is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements.

Approval of actions is a serious responsibility that should not routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information

as to how these determinations were reached, cannot and should not be expected to decide whether the specific action meets legal and regulatory requirements.

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along with the Official Personnel Folder copy of the Cancellation action. Retain the actions as long as the subject file is retained; consult the National Archives and Records Administration (NARA) Records Schedule to determine how long a particular file must be kept.

(b) Sending to each prior Federal employer the payroll copies of cancellations, retroactive action, and replacement actions for the period during which the employee was on the rolls of that agency, along with a letter explaining why the actions were processed or a copy of the decision which required the actions. This will enable the prior employer to make appropriate pay adjustments and to take any other actions necessary to complete the corrective process or implement the decision.

(5) Advising the employee in writing that he or she may request a transcript of service be placed in his or her Official Personnel Folder to document the positions to which improperly assigned and any job-related performance awards earned. (See sample letter and transcript in Figure 3-3.)

(6) Counseling the employee on the steps the agency will take to implement the decision and counseling him or her on the advantages/disadvantages of placing in the Official Personnel Folder a record of the positions to which improperly assigned. (Figure 3-2 >has instructions for determining< the manner in which this service may be credited for various purposes.)

(7) Advising the employee whose Official Personnel Folder contains an application/resume documenting improper service of the need to prepare a new application/resume if he or she does not wish to have improper service documented in his or her Folder.

(8) Placing in the employee's Folder the transcript of service if he or she so requests

(see paragraphs (5) and (6)) or a corrected application/resume in lieu of one which describes improper service (see paragraph (7).)

(9) Deleting all references to the improper service from the records of training and incentive awards earned during the period of improper assignment. (Follow agency instructions to correct the records. Copies of any erroneous records are filed with the decision and cancelled actions in the appropriate subject file.) Note that while references to improper assignments must be deleted, the employee keeps monies received for incentive awards (such as cash awards), as long as the improper assignment was not the result of fraud or a void action.

(10) Insuring that records of Federal Employees' Group Life Insurance and Federal Employees' Health Benefits Program enrollment agree with the employment record resulting from implementation of the decision.

(11) Insuring that any necessary changes to records in the agency's Employee Performance File (EPF) system are made, following the instructions in title 5 of the Code of Federal Regulations, part 293.

(12) Insuring that back pay awards are computed in accordance with title 5 of the Code of Federal Regulations, part 550, subpart H.

(13) Following instructions issued by the Office of Personnel Management's Retirement >Services office< to prepare/alter the employee's Standard Form 2806, Individual Retirement Record or Standard Form 3100, Individual Retirement Record.

(14) Following guidance in title 5 of the Code of Federal Regulations, part 630 to resolve questions regarding leave.

### **2-8. Counseling and Advising Employees on Documentation of Experience Gained During Period of Improper Assignment.**

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

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

The employee may cite the experience on a future application whether it is recorded in the Official Personnel folder or not. The advantage of recording it in the Folder is that it will be a matter of record there if the Folder is used to identify job candidates or to rate or rank candidates. The disadvantage, of course, is that the presence of this record of service in the employee's Folder serves as a "flag" to a reviewer that the employee complained, grieved, or filed an appeal and may draw unwelcome attention to the original problem.

The decision as to whether or not to record the service in the Folder should be made by the employee on the basis of how valuable he or she feels the experience gained while improperly assigned will be to his or her career advancement plans. Use of dual Standard Forms 50, those which were

originally prepared as well as the ones prepared to implement the decision, provides a confusing record of the two periods of service. If the employee chooses to have the period of improper service recorded, the transcript of service provides the most practical means of doing so. The counselor should explain to the employee that he or she is being asked to decide about the record at this time in order to establish a complete record of how the decision is implemented and to insure that after the decision is implemented the Official Personnel Folder reflects as nearly as possible the way in which the employee would like to have his or her service history recorded.

### **2-9. Advice to Employee Regarding Waiver or Overpayment of Pay.**

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

### **2-10. ADP Records and Systems.**

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

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

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

**Figure 3-2. >When to Credit Service in Determining the SCD-Leave (also see Notes 1-4 of this table to determine when to credit service for other purposes)**

<i>R U L E</i>	<i>IF</i>	<i>AND</i>	<i>AND</i>	<i>THEN</i> <i>(See Notes 1-4 of this table)</i>
1	The agency made an erroneous appointment and action will not be allowed to stand (i.e., improper appointment action must be cancelled)			Do not grant credit for the period of service obtained during the erroneous appointment in determining the SCD-Leave
2	The agency initially made an erroneous appointment but has subsequently given the employee a proper appointment	As a result the employee has a period of de facto employment (i.e., the time from the initial error up to the day before the proper appointment)	OPM grants the agency's request for a variation for the defacto employment	Credit is granted for the period of service obtained during the defacto employment in determining the SCD-Leave
3	The Agency is implementing a decision ordering the person be placed retroactively in a position/appointment in which they have not served			Service credit in determining the SCD-Leave is granted as if that person had actually served in the position/appointment

NOTES:

1. When OPM has responded to an agency's request for a variation, refer to that OPM advisory for additional guidance on when to credit service for purposes other than the SCD-Leave when completing remark C21. Otherwise, to obtain guidance on how/when to credit service resulting from an erroneous appointment for Qualifications (experience), Reinstatement Eligibility, Time-in-Grade, Career Tenure, Completion of Initial Appointment or Supervisory/Managerial Probation, and SCD-RIF, agency headquarters staff may direct inquiries to OPM's policy office at [employ@opm.gov](mailto:employ@opm.gov). To obtain guidance on how/when to credit service resulting from an erroneous appointment for SCD-Retirement, Health Benefits, and Life Insurance, agency headquarters staff may direct inquiries to OPM's policy office at [benefits@opm.gov](mailto:benefits@opm.gov). To obtain guidance on how/when to credit service resulting from an erroneous appointment for Within Grade Increase Waiting Period, Leave Accrual, and Severance Pay, agency headquarters staff may direct inquiries to the OPM's policy office at [pay-leave-policy@opm.gov](mailto:pay-leave-policy@opm.gov).

2. When the appointment is void (for example, made in violation of an absolute statutory prohibition or the employee was guilty of fraud in regard to the appointment or deliberately misrepresented or falsified a material matter), NO credit may be given for service in the appointment.

3. When an improper appointment is cancelled, the person is entitled to be paid for service performed.

4. See Chapter 32 for instructions on cancelling improper actions.<

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


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(agency letterhead)

**TRANSCRIPT OF SERVICE**

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

<b>Position</b> (include title, series, and grade, if Federal service)	<b>Agency/employer</b>	<b>Dates</b> (From/To)
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This service will be credited for >the following purposes: [Follow the instructions in Figure 3-2 and, accordingly, list the purposes for which service credit will be granted].<

/S/

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

(Type the following statement:)

**THIS DOCUMENT IS TO BE FILED PERMANENTLY ON THE RIGHT SIDE OF THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.**

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

<i>R U L E</i>	If retirement was under	Then
1	Civil Service Retirement System or Federal Employees Retirement System	Send "Notification of Reemployment of an Annuitant," along with copy of appointment Standard Form 50, Notification of Personnel Action, to the Office of Personnel Management. See Job Aid #5 in chapter 100 of the CSRS and FERS Handbook for Personnel and Payroll Offices for copy of notification form and address to which it must be sent.
2	Central Intelligence Agency Retirement and Disability System	Send copy of appointment Standard Form 50 to Central Intelligence Agency Retirement and Disability System, Washington, DC 20505.
3	Foreign Service	Send 2 copies of appointment Standard Form 50 to Bureau of >Human Resources,< Department of State, Washington, DC 20520.
4	Another retirement system	Contact the agency that administers the system to ask what notice is required.

bank accounts. A married female may elect to use her maiden name as her last name provided that she uses the same name on all employment and employment-related records. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

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

LAST NAME [comma] SUFFIX (Jr., Sr., etc.) [comma] [space]

FIRST NAME or INITIAL [space]

MIDDLE NAME(s) or initial(s)

examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE

O'REILLY, JOHN F.X.

MARTINEZ-SMITH, MARIA ELENA

>NO LAST NAME, TAYLOR NMN

TAYLOR, NO FIRST NAME NMN<

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

**b. Effective Dates. (1)** Except as explained in Table 4-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the

appointing officer's pen and ink signature or by an authentication, approved by the Office of Personnel Management, in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

(2) Unless otherwise indicated on the Notification of Personnel Action, separations, actions to terminate grade and pay retention, and Opt Out Phased Employment/Retirement actions are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

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

(a) Follow instructions in Table 4-A to set dates in situations where approval of the appointing officer is required. Use job aid, **Comptroller General (CG) Decisions Concerning Effective Dates**, to identify Comptroller General decisions that address effective dates and how they are set in specific situations.

(b) Follow instructions in Table 4-B to set dates in those situations where prior approval of the appointing officer is not required.

**c. Approval of Personnel Actions. (1)** As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom

the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

(2) Under 5 U.S.C. 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then re-delegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

(3) The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

(4) Agencies must ensure that appointing authority (the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it

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

#### **d. Instructions.**

(1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use section 6 to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in section 6 to prepare it.

(2) When the action is documented on a Standard Form 50, go to <http://www.opm.gov/forms/> to view the SF-50 and identify the blocks on the form. Follow the instructions in job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, to complete the form. Explanations and definitions of codes used in the job aid are found in [The Guide to Data Standards](#). Codes for legal authorities are also listed in that **Guide**. Where the instructions in this **Guide** direct you to enter a code on the Standard Form 50, only



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

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment. > Per Section 2-5a of this Subchapter, the ending date for the appointment with the Department of the Interior for the purpose of calculating the SCD-Leave is December 30, 1992.<
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)
4. \*\*\*

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

STATEMENT OF PRIOR SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
<b>ADDITIONAL INSTRUCTIONS:</b> Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
<b>PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES</b>							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time
Defense Logistics Agency >and Dept of Interior<	1986	4	20	1992	>12<	>30<	Excess LWOP - CY 1988
***	***	1	***	***	***	***	
Comm & Agriculture - part time	1993	2	24	1994	9	9	2
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations							
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	>5977<	>18<	>59<				
Total of separation dates (B)	>3988<	>22<	>54<				
SCD-Leave (A) - (B)	1988	8	>5<				
<b>PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES</b> Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.  [This portion of the form is not shown for this example.]							
<b>REMARKS</b> 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

**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>
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
54	Employee is entitled to pay retention under 5 U.S.C. 5363			
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.
56	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
57			X42	Pay retention entitlement is terminated.
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.

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>
60	Employee is a senior political appointee whose position is subject to the provisions of >Pub. Law 113-235 (section 738 of title VII of division E)<		P83	The pay rate of an employee occupying a position subject to >Pub. Law 113-235 (section 738 of title VII of division E)< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	<b>Reserved</b>			
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook</a>	Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
65	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
66	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
67	Employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," "NR," "KF," "LF," "MF," "NF," or "OF"	Rule 66 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.

**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
1	Employee was required to complete appointment affidavit, Standard Form 61			M01
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20
6	Action is an appointment or a conversion to appointment			M39 and M40
7	Employee is subject to post-employment restrictions under 18 USC 207(c)			M97
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be "C," "E," "K," "L," "M," or "N"			M38

**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
9	Employee is a senior political appointee whose position is subject to the provisions of >Pub. Law 113-235 (section 738 of title VII of division E)<			P83
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46
11	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," "N," "KR," "LR," "MR," "NR," "KF," "LF," "MF," "NF," or "OF"	Rule 10 does not apply		M45
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of <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 his or her Official Personnel Folder		B60
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63
14	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)			M10
15	Will be reemployed annuitant			A17

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then Remark is</i>
14	M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
15	M40	Previous Retirement coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
16	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.
17	M46	Employee is covered by FERS because of previous election.
18	M97	Employee subject to post-employment restrictions under 18 USC 207(c).
19	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
20	P10	Annuity at present is \$ pa. (See Note 2 of this table)
21	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
22	P83	The pay rate of an employee occupying a position subject to >Pub. Law 113-235 (section 738 of title VII of division E)< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
23	P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (see Note 3 of this table)
24	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

## NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

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**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49
27		Pay retention entitlement is terminated	X42 and X49
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20
29		Action results in termination of pay retention benefits	X42 and M20
30			M20
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41
33			X40

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60
37	Will receive payment for AUO as part of his or her total salary		P81
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46
39	Will receive availability pay as part of his or her total salary		P99
40	Is a senior political appointee whose position is subject to the provisions of >Pub. Law 113-235 (section 738 of title VII of division E)<		P83

NOTE: See Table 14-L to translate codes into actual remarks.

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

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.
4	E44	Probationary period for supervisory (or managerial) position not required.
5	E45	Probationary period for supervisory (or managerial) position completed.
6	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
7	E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
8	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
9	K01	Qualification requirements modified because of general OPM amendment.
10	K02	Qualifications waived per Reg. 351.703.
11	K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
12	K13	Removes temporary limitation placed on the last action.
13	K16	From Promotion NTE (date).
14	K17	Repromotion to grade, level or band not above that from which downgraded without personal cause and not at employee's request.
15	K18	Position is at the full performance level.
16	K19	Successor position—employee retained in competitive service.

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

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
17	K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
18	K23	Result of change in classification standards.
19	K26	Result of additional duties and responsibilities.
20	K27	Result of position review.
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
22	K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)
23	K50	From Position Change NTE (date).
24	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan; grade, level or band; rate).
27	P05	Special rate under 5 U.S.C. 5305.
28	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level or band; and step if applicable).
29	P19	Salary includes WGI for which employee became eligible on (date).
30	P72	Salary in block 20 includes supervisory differential of \$_____.
31	P81	Salary in block 20 includes AUO of \$_____.
32	P83	The pay rate of an employee occupying a position subject >Pub. Law 113-235 (section 738 of title VII of division E)< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
33	P99	Salary in block 20 includes availability pay of \$_____.

**Table 29. Bonuses, Awards, and Other Incentives (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	Reg. 575.311

**Table 29. Bonuses, Awards, and Other Incentives (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
22	Establishment of retention incentive when a service agreement is required and employee is likely to leave Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	Reg. 575.311
25	Establishment of retention incentive when a service agreement is required and employee is likely to leave for a different position in the Federal service	Payment is 25% or less for an individual or 10% or less for a group			VPA	>Reg. 575.314<
26		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	>Reg. 575.314 (Higher Cap)<
27		Payment is terminated			VPC	>Reg. 575.314(g)<
28	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	(Cite authority specific to DoD)
29		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
30		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (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
>42	Employee is a senior political appointee whose position is subject to the provisions of Pub. Law 113-235 (section 738 of title VII of division E)			P83<
>43<	Employee is entitled to a composite retirement annuity			M18

## 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	M18	Employee is entitled to a composite retirement annuity.
10	M26	Employee was advised of opportunity to file grievance and elected to do so.
11	M27	Employee was advised of opportunity to file grievance and elected not to do so.
12	M58	No SES reinstatement rights.
13	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
14	M67	Forwarding address:
15	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
16	N26	Lump-sum payment to cover (number) hours ending (date and hour).
17	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>
18	P05	Special rate under 5 U.S.C. 5305.
19	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
20	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
>23	P83	The pay rate of an employee occupying a position subject to Pub. Law 113-235 (section 738 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.<
>24<	P98	Salary in block 12 includes availability pay of \$_____.
>25<	R20	Reason for retirement: to obtain retirement benefits.
>26<	R21	Reason for Retirement:
>27<	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
>28<	R55	Refused job offer because: (reasons given by the employee).
>29<	S23	Agency Finding: No other information available.
>30<	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
>31<	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
>32<	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
>33<	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

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

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
>34<	S37	Agency Finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
>35<	S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
>36<	S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
>37<	S51	RIF Notice dated: (date).
>38<	S54	Offered job(s) of (Position title, grade, salary, and geographical location).
>39<	S56	No reason given by employee for refusing job offer.
>40<	S58	No other work available.
>41<	S69	Employee gave no reason for retiring.
>42<	S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).

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**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>
74	Employee will have reemployment rights			M64
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (see Note 2 of this table)		S48
77	Action is a 330/Removal			S47
78	Employee is a senior political appointee whose position is subject to the provisions of >Pub. Law 113-235 (section 738 of title VII of division E)<			P83

## NOTES:

1. See Table 31-D to translate codes into actual remarks.
2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
3. When employee's reason for resigning is work-connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.
5. See 5 CFR part 550, subpart G, to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.

## NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
7. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equaled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
30	N23	Not entitled to severance pay.
31	N26	Lump-sum payment to cover (number) hours ending (date and hour).
32	N27	Lump sum payment to be made for any unused annual leave.
33	N59	OPF retained by (name & address of office).
34	P05	Special rate under 5 U.S.C. 5305.
35	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
36	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
37		Reserved
38	P80	Salary in block 12 includes supervisory differential of \$_____.
39	P82	Salary in block 12 includes AUO of \$_____.
40	P83	The pay rate of an employee occupying a position subject to >Pub. Law 113-235 (section 738 of title VII of division E)< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
41	P98	Salary in block 12 includes availability pay of \$_____.
42	R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
43	R52	Reason(s) for declination of assignment: (enter reason(s)).
44	R53	Reason(s) for declination of relocation: (enter reason(s)).
45	R55	Refused job offer because: (reasons given by employee).

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
46	S20	(State the conditions under which the employee abandoned the position.)
47	S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
48	S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
49	S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
50	S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
51	S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
52	S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
53	S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
54	S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
55	S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
56	S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
57	S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
58	S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
59	S46	Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation).
60	S47	Reason(s) for removal: (state reason(s)).
61	S48	Reason(s) for termination: (state reason(s)).
62	S51	RIF notice dated (date).



**Table 32-D. Remarks Required on Correction Actions**

<i>R U L E</i>	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note &gt;1 of this table)&lt;</i>
1	Delete, add or change a remark		C18
2	Change information (other than a remark) that is erroneous		C11
3		The same error appears on one previous Standard Form (SF) 50	C11, C08
4		More than one previous SF 50 has the same error(s)	C11, C12
5		The correction action is also used to correct different error(s) on previous action(s).	C11, C13
6		The correction action is used to also add information omitted on a previous SF 50	C11, C09
7		Add information other than a remark that was omitted	
8	The same error appears on one previous SF 50		C17, C08
9	More than one previous SF 50 has the same error(s)		C17, C12
10	The correction action is used to also correct different errors on more than one previous SF 50		C17, C13
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10

**Table 32-D. Remarks Required on Correction Actions (Continued)**

<i>R U L E</i>	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note &gt;1 of this table)&lt;</i>
12	Give employee benefit of highest previous rate of pay		C19, P01
13	Document a variation approved by the Office of Personnel Management (OPM) under Civil Service Rule V >(See Note 2 of this table)<		M80, >C21<

**NOTES:**

- >1.< See Table 32-H to translate codes into actual remarks.
- >2. Agencies do not have the authority to approve a variation. All variation requests must be submitted by the agency's headquarters level to OPM for approval. Agencies may direct questions regarding a request for a variation to OPM's policy office at [employ@opm.gov](mailto:employ@opm.gov). For guidance on cancelling an improper action, see Table 32-F.<

**Table 32-F. Remarks Required on Cancellation Actions**

<i>R U L E</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>	
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28	
2			Not entitled to back pay	C02	
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28	
4			Not entitled to back pay	C03	
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28	
6			Not entitled to back pay	C03	
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28	
8			Not entitled to back pay	C07	
9		Resignation		C14	
10		Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27
11				Not entitled to back pay	C06
12	Retroactive change to intermediate grade		Entitled to back pay	C04 and C27	
13			Not entitled to back pay	C04	

**Table 32-F. Remarks Required on Cancellation Actions (Continued)**

<i>R U L E</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28
15			Not entitled to back pay	C14
16		Cancellation of the entire action	Entitled to back pay	C14, C27, C28
17			Not entitled to back pay	C14 and C28
18	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" >(See Note 3 of this table)<	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27
20			Not entitled to back pay	C14

## NOTES:

1. If a replacement Standard Form 50 is prepared, see Table 32-G.
2. See Table 32-H to translate codes into actual remarks.
- >3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.<

**Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations**

<i>R U L E</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."
2	C03	Retroactive restoration.	
3	C04	Retroactive change to intermediate grade, level or band.	
4	C06	Retroactive change to former grade, level or band.	
5	C07	Retroactive change to lower grade, level or band.	
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ( ).	"Also corrects 100 Career Appt. effective 08-07-94, item 34, to add '1'." (see Notes 1 and 2)
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17-88 to avoid a break in service when employee was appointed by Department of Agriculture."
9	C11	Corrects item (number) from ( ).	"Corrects item 3 from 05-18-61." (see Note 1)
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	"Also corrects same items on all previous actions from 05-10-88 to 11-12-88." (see Notes 2 and 5)
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number ( ) from ( ).	"Also corrects 170 Exc Appt, effective 10-16-88, item number 24, from '3'." (see Notes 1 and 2)
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension"
13	C15	This Notification of Personnel Action replaces a previously executed one.	
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by Defense Communications Agency, Arlington, Va."
15	C17	Completes item (number) which was omitted.	"Completes item 33, which was omitted." (see Note 1)
16	C18	Corrects item (number) to read: (enter only the correct remarks).	

**Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations (Continued)**

<i>R U L E</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.	
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.	
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited >for: (list purposes for which employee will receive service credit). <	"Service from 11-07-88 through 12-02-88 may be credited for qualifications purposes, and for leave accrual and RIF retention purposes and for completion of initial appointment probation." (see Note 3.)
20	C27	Entitled to backpay under 5 U.S.C. 5596.	
21	C28	Active duty begins (date).	"Active duty begins 01-03-89."
22	C30	Nature of action and code shown on original action are no longer in use.	
23	M80	Variation under CS Rule 5 approved by OPM on (date).	
24	P01	Previously employed at (pay plan; grade, level or band; rate).	"Previously employed at GS 13, \$28623 p.a."

**NOTES:**

1. Repeat the remark for each Standard Form 50 block being corrected.
2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected.
3. See Chapter 3, Figure 3-2, >for instructions on how to obtain guidance for determining the purposes for which service may be credited.<
4. Reserved.
5. "To" date is the date of the action immediately preceding the one being corrected.