

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

October 1, 2000

The Guide to Processing Personnel Actions

Update 35

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
3-11 thru 3-12	Update 31 August 1, 1999	3-11 thru 3-12	Corrects typographical error in Section 2-9 from "Section 5548" to "Section 5584."
4-3 thru 4-4	Update 28 November 13, 1998	4-3 thru 4-4	Modifies item #3a to reference new Nature of Actions not authorized for long-term OPF retention, and deletes reference to obsolete Nature of Actions.
4-23 thru 4-24	Update 34 July 30, 2000	4-23 thru 4-24	Clarifies reference to "grade retention" in block 11c(2).
4-27 thru 4-28	Update 34 July 30, 2000	4-27 thru 4-28	Clarifies reference to "grade retention" in block 19c(2).

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

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

The Guide to Processing Personnel Actions (2)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-37 thru 4-38	Update 34 July 30, 2000	4-37 thru 4-38	(1) Adds reference to E-mail in block 45a. (2) Deletes information in block 45c as this information is found in Chapters 30 and 31 of this Guide.
4-43 thru 4-44	Update 30 February 26, 1999	4-43 thru 4-44	Removes reference to codes and definitions, and adds reference to use The Guide to Personnel Data Standards when documenting blocks 50 and 51 of the SF-52.
6-7 thru 6-8	Update 32 September 26, 1999	6-7 thru 6-8	Deletes reference to age 62 with respect to reservists qualifying for an annuity.
9-35 thru 9-36	Update 25 December 12, 1997	9-35 thru 9-36	Modifies Rules 30 and 31 to reference conversions under Schedule A, Section 213.3102(gg).
14-39 thru 14-40	Update 30 February 26, 1999	14-39 thru 14-40	Deletes reference to remark code X65 in Rules 23-25.
15-7 thru 15-8	Update 29 December 31, 1998	15-7 thru 15-8	Modifies information in Job Aid with respect to Federal Employees Health Benefits.
15-17 thru 15-18	Update 29 December 31, 1998	15-17 thru 15-18	(1) Deletes remark codes B39 and B64, and replaces both with new remark code B72. (2) Revises remark code B41. (3) Deletes remark codes B40 and B65, and replaces both with new remark code B71. (4) Revises remark code B66
17-3 thru 17-4	Update 34 July 30, 2000	17-3 thru 17-4	Modifies definition of Adjusted Basic Pay.
17-31 thru 17-35	various	17-31 thru 17-35	(1) Deletes remark code P26. (2) Indicates Rule 14 is reserved. (3) Deletes remark code P26. (4) Indicates Rule 9 is reserved.

The Guide to Processing Personnel Actions (3)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
29-1 thru 29-7	Update 29 December 31, 1998	29-1 thru 29-7	<p>(1) Deletes reference to the following obsolete Nature of Action Codes: 872; 873; 874; 875; 876; 877; and 885.</p> <p>(2) Adds the following new Nature of Actions and Codes: 840/Individual Cash; 841/Group Cash; 842/Individual Suggestion/Invention; 843/Group Suggestion/Invention; 844/Foreign Language Awards; 845/Travel Savings Incentive; 846/Individual Time Off; and 847/Group Time Off.</p> <p>(3) Clarifies item #4d to indicate that no legal authority code is required.</p> <p>(4) Modifies Table 29 to incorporate new Nature of Actions and Codes, and deletes reference to obsolete Nature of Actions and Codes.</p>
35-1 thru 35-2	Update 27 August 21, 1998	35-1 thru 35-2	Modifies definition of Adjusted Basic Pay.
35-13 thru 35-14	Update 27 August 21, 1998	35-13 thru 35-14	Deletes definition for Staffing Differential.

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 contains a chart showing 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 and Insurance Group 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 counsellor 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.

Chapter 4. Requesting and Documenting Personnel Actions

1. Coverage.

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

2. Standard Form 52, Request for Personnel Action.

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

a. How the form is used.

(1) Supervisors and managers use the form to request

- position actions, such as the establishment of a new position or the reclassification of an existing position;
- employee actions, such as the appointment of an employee or the promotion of an employee; and
- actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the Notification of Personnel Action.

b. How to complete the Standard Form 52.

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

3. Standard Form 50, Notification of Personnel Action.

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

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

a. Use of the Standard Form 50. A Standard Form 50 is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is *not* authorized for long-term Official Personnel Folder retention:

Exception to Reduction in Force Release;
 Realignment;
 Recruitment Bonus;
 Relocation Bonus;
 >Individual or Group< Time Off Award;
 Foreign Language Award;

>Individual or Group
 Suggestion/Invention Award;
 Travel Savings Incentive Award;
 Individual or Group Cash Award; and<
 Senior Executive Service Performance
 Award.

All other actions in this **Guide** are to be documented for long-term retention in the Official Personnel Folder. The Official

Personnel Folder documentation should be either:

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

b. Additional copies of Notifications of Personnel Action. Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a “pick-up Standard Form 50” to notify an agency that you have hired one of its employees or to notify a uniformed finance center of the appointment of a military retiree. Both the Standard Form 50 and Standard Form 50-B are available in a version with a “utility” copy that may be used to meet any special needs your agency may have.

4. Completing the Standard Form 50.

a. Employee Name. (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license,

Job Aid

Instructions for 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>
11 Step or Rate	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, and (3) any other action that moves employee to a different grade, step or rate. <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter step or rate for employee's current salary:</p> <p>a. When the employee is in the Senior Executive Service, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, 06).</p> <p>b. For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block 8 is not "ES."</p> <p>c. Enter "00" for:</p> <ul style="list-style-type: none"> (1) employees in pay plan "GM;" and (2) employees who are already entitled to >grade< retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade. <p>d. When grade or pay retention are not involved and the employee is in the Competitive or Excepted Service, enter the appropriate step or rate within the grade or level, for example, "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</p>
12 Total Salary	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, (3) any other action that moves employees to a different salary, (4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and (5) any action that terminates availability pay (Nature of Action 819). <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in a. below, this is the pay basis for the pay plan in block 8.</p> <p>a. When employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per annum basis. To convert per hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per hour rate, divide annual rate by 2087.</p>

Continued on next page

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>
12 Total Salary, continued	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, (3) any other action that moves employees to a different salary, (4) any action that grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and (5) any action that terminates availability pay (Nature of Action 819). <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>b. If employment is without pay, enter six zeros ("000000").</p> <p>c. On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%."</p> <p>d. On actions that terminate availability pay, enter dollar amount employee has been receiving.</p>
12A Basic Pay	<p>a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations; (2) actions that place employee in nonpay status; and (3) any action that changes employee's salary, or (4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay. <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	Enter the employee's salary, excluding allowances, adjustments, and differentials.

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>
18 Grade or Level	<p>a. Leave blank on actions that document separation incentives and Senior Executive Service rank awards (Natures of Action 825 and 878).</p> <p>b. Leave blank on separations and actions that place employee in nonpay status.</p> <p>c. Complete on all other actions.</p>	<p>a. Enter "00" if employee is in the Senior Executive Service.</p> <p>b. If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, "03," or "12." If the position has no grade or level, enter two zeros ("00").</p> <p>c. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p>d. For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade he or she is retaining for pay and benefits purposes.</p>
19 Step or Rate		<p>Enter code for step or rate at which employee will be paid.</p> <p>a. When action places or continues employee's placement in a Senior Executive Service position, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, or 06).</p> <p>b. For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (the rate for pay plan "ES") at which the employee will be paid (01, 02, 03, 04, 05, or 06) even though the pay plan in block 16 is not "ES."</p> <p>c. Enter "00" for:</p> <ol style="list-style-type: none"> (1) employees in pay plan "GM;" (2) employees who are entitled to >grade retention or are entitled to < grade retention and have a salary in excess of the maximum rate for their grade; and (3) employees whose pay plans have no steps (for example, ST and SL). <p>d. When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p>e. When grade retention is not involved and the employee is in the competitive or excepted service (except for persons described in b above), enter the appropriate step or rate within the grade or level, for example "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</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>
20 Total Salary/Award	Complete on all actions except separations and actions that place employee in nonpay status.	<p>a. For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, “10%”). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter “00%.”</p> <p>b. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter “0.”</p> <p>c. For actions other than administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in d. below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is “GS” or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p>d. When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p>e. When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12.</p> <p>f. If action is a separation incentive, enter the dollar amount of the separation incentive.</p> <p>g. If action is a Senior Executive Service rank award, enter the dollar amount of the award.</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>
38 Duty Station Code	<p>a. Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations, and</p> <p>(3) any action that moves employee to a new duty station.</p> <p>b. Completion is optional on other actions.</p>	<p>Enter code [State(or country)/city/county] for location shown in block 39. (The standard reference for codes is the General Services Administration publication, Worldwide Geographic Locations Code, dated June 1993), as updated by memoranda for agency directors of personnel. To locate the most recent list of codes, see the Duty Station File that is available for download at www.opm.gov/feddata/html/datastan.htm.</p> <p>a. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code.</p> <p>b. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.</p>
39 Duty Station		<p>Enter location of employee's official duty station:</p> <p>a. When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate.</p> <p>b. When duty station is in a foreign country, enter city and country.</p>
40 Agency Data - 44	Complete when required by your agency.	Follow your agency's instructions.
45 Remarks (Parts E and F of the Standard Form 52)	Complete whenever this Guide or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p>a. When action is a resignation/retirement, be sure to ask the employee to provide a reason, an effective date, and a forwarding address. Part E of the Standard Form 52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter >or E-mail,< for example), check to be sure it contains the information in Part E.</p>

Continued on next page

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>
45 Remarks, continued (Parts E and F of the Standard Form 52)	Complete whenever this Guide or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p>b. Limit the length of remarks to the space provided in block 45.</p> <p>(1) When employee's reason for resignation/retirement or the agency's finding are so lengthy that they will not fit in block 45, summarize them on the Standard Form 50. (The reason or finding will remain a matter of record because the resignation is a document required for long-term retention in the Official Personnel Folder.)</p> <p>(2) On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second Standard Form 50. In these cases:</p> <ul style="list-style-type: none"> — the last entry in block 45 of the first Standard Form 50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:"; — entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first Standard Form 50; and — copies of <i>both</i> Standard Form 50's must be placed in the Official Personnel Folder. <p>c. ***</p>

Job Aid**Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
50 Veterans' Status	<p>a. Complete on:</p> <p>(1) appointments, and</p> <p>(2) conversions to appointments.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>>Use The Guide to Personnel Data Standards enter appropriate code and definition.<</p> <p>***</p>
51 Supervisory Status	<p>a. Must be completed for Senior Executive Service employees and for employees in Tenure Groups 1 and 2 of the competitive and excepted service. For those employees, complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that moves employee to another position or results in a change to employee's supervisory status.</p> <p>b. Completion is optional for other actions.</p>	<p>>Use The Guide to Personnel Data Standards for the codes and definitions. Select and enter the appropriate code<. If code is not on the position description, ask the Position Classifier for it.</p> <p>***</p>

Job Aid**Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

Part D - Remarks by Requesting Office

Leave Part D blank for resignations and retirements. Information that a supervisor has concerning an employee's reason for resignation or retirement must be noted on a separate sheet (*NOT* on the Standard Form 52). It may be retained in the personnel office, in a "subject file," for 2 years from the effective date of the action in case it is needed for unemployment compensation purposes. The sheet may not be filed in the Official Personnel Folder.

Completion is optional for other actions.

while serving as a civilian employee. This includes reservists who qualify for an annuity ***, as well as employees who are recalled to active duty, qualify for uniformed services retirement, and then are restored to Federal civilian employment. *This exemption applies only to the current period of civilian employment.* If the employee separates and is reemployed later, the restrictions will apply.

(3) Creditable service. For military retirees who do not qualify for one of the exemptions in (2) above, credit for active duty uniformed service is limited to *service in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.*

(a) Service must have been in the Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard). Service in the commissioned officer corps is only creditable if it was in the Armed Forces - for example with the Public Health Service subject to full military benefits or while part of the Armed Forces.

(b) Service during a war is creditable regardless of where the person served or what duties were performed. The last war for leave accrual credit purposes was World War II which officially began on December 7, 1941, and ended on April 28, 1952.

(c) Service in a campaign or expedition for which a campaign badge has been authorized is creditable only for the actual service in or as a part of the campaign or expedition. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign (07-01-1958 through 03-28-1975) but served in that campaign for 14 months, the retiree is entitled only to the 14

months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The **VetGuide**, available on the Office of Personnel Management's website (<http://www.opm.gov>), contains a list of campaigns and expeditions.

c. Verifying Creditable Uniformed Service.

(1) Uniformed service must be verified by the branch in which the person served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

(2) Service in the Armed Forces is documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63132.

(3) When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the Standard Form (SF) 813, Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions, to request that information. The SF 813 is available from the Office of Personnel Management's website (<http://www.opm.gov/forms>). Ask the retiree to list the campaigns on the form and send the form in duplicate to the office listed on the reverse of the form.

(4) Dates of active duty National Guard service should be documented on the DD 214 or on orders placing the employee on active

duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a Standard Form 180, Request Pertaining to Military Records, and should include a statement that “The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the President or an order by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee.”

(5) Dates of active duty service as a Public Health Service (PHS) Commissioned Officer should be documented on PHS Form 1867, “Statement of Service-Verification of Status of Commissioned Officers of the U.S. Public Health Service.” The form can be obtained from: Personnel Services Branch, Division of Commissioned Personnel, U.S. Public Health Service, Room 4-35, Parklawn Building, 5600 Fisher’s Lane, Rockville, MD 29857.

(6) Dates of active duty service as a National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer should be documented on NOAA Form 5616, “Report of Transfer or Discharge.” The form can be obtained from: Commissioned Personnel Center, NOAA-Attn: CPC (Rm 12100), SSMC-3, 1315 East-West Highway, Silver Spring, MD 20910.

(7) Figure 6-2 lists sources of information on whether a retirement from the uniformed services was based on war- or combat-incurred disability.

1-7. Other Creditable Service.

a. General. Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. Civilian service that is creditable for retirement is also creditable for leave accrual purposes. The kinds of service that occur most frequently are described below. Detailed information on these types of service and the specific conditions that must be met for the service to be creditable are in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#).

b. National Guard Technician Service. This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund Employment (NAF). Section 6312 of title 5, United States Code, grants leave credit for NAF service for employees who move from Department of Defense NAF employment to Department of Defense civil service employment or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
22	Service under the Student Career Experience Program of the Student Educational Employment Program	Is not on your agency's rolls	Career	100	Career Appt	ZJM	E.O. 12015
23			Career-Conditional	101	Career-Cond Appt		
24		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
25			Career-Conditional	501	Conv to Career-Cond Appt		
26	Service under the Presidential Management Intern Program	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708
27			Career-Conditional	101	Career-Cond Appt		
28		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
29			Career-Conditional	501	Conv to Career-Cond Appt		
30	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(t), ***(u), >or (gg)<	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
31			Career-Conditional	501	Conv to Career-Cond Appt		
32	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
33			Career-Conditional	101	Career-Cond Appt		
34		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
35			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
36	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607
37			Career-Conditional	101	Career-Cond Appt		
38		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
39			Career-Conditional	501	Conv to Career-Cond Appt		
40	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605
41			Career-Conditional	101	Career-Cond Appt		
42		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
43			Career-Conditional	501	Conv to Career-Cond Appt		
44	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230

Table 14-I. Position Change Actions in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G	H
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3 of this table)	Agency's Reemployment Priority List	741	Psn Chg NTE (date)	NUM	Reg. 330.207	X37, X45, and X61
15			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
16			Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Reg. 335.102	
17		Action is without time limitation	Agency's Career Transition Assistance Plan	740	Psn Chg			
18			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
19			Agency's Reemployment Priority List			NUM	Reg. 330.207	
20			Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)			Agency's Career Transition Assistance Plan	ABR	
21	Agency's Reemployment Priority List	N2M		Reg. 335.102				
22	Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan							

Table 14-I. Position Change Actions in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G	H
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is on a time-limited basis	Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan	741	Psn Chg NTE (date)	N2M	Reg. 335.102	***
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
25			Agency's Reemployment Priority List			NUM	Reg. 330.207	
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Career Transition Assistance Plan	770	Ext of Psn Chg NTE (date)	ABR	Reg. 330.608	K12
27			Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M	Reg. 335.102 Comp	
28								

Job Aid**Effects of Nonpay Status**

This job aid provides information on how nonpay status affects certain personnel actions and benefits. It will also assist you in determining appropriate remarks to place on the Standard Form 50, Notification of Personnel Action.

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)	
Initial Appointment Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.	
Supervisory/Managerial Probationary Period		
Career Tenure	Any nonpay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.	
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.	
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)	
Within-grade Increase General Schedule	Waiting Period for Step	Nonpay Time Allowed
	2-3-4	2 workweeks (80 hours for full-time employee)
	5-6-7	4 workweeks (160 hours for full-time employee)
	8-9-10	6 workweeks (240 hours for full-time employee)
Within-grade Increase Federal Wage System	Waiting Period for Step	Nonpay Time Allowed
	2	1 workweek (40 hours for full-time employee)
	3	3 workweeks (120 hours for full-time employee)
	4 - 5	4 workweeks (160 hours for full-time employees)
<i>Continued on next page</i>		

Job Aid**Effects of Nonpay Status, continued**

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Federal Employees Group Life Insurance	Coverage continues without cost to the employee for up to 12 months in nonpay status. Coverage is terminated after employee has been in nonpay status for 12 months. (Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months.)
Federal Employees Health Benefits	>You must give an employee who begins nonpay status an opportunity to elect to either: (1) terminate the enrollment, or (2) continue it and agree to pay the premium or incur a debt. If employee elects to continue the enrollment, it continues for up to 365 days in nonpay status. Previous periods in nonpay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium. See 5 CFR 890.303-890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook at http://www.opm.gov/insure . If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums. <

NOTE: If absence is to perform duty with the uniformed services or because of compensable injury, there is no penalty for the nonpay status — the time is credited for length of service purposes just as though the employee had remained in pay and duty status.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (see Note 1 of this table)
>3	Nature of action code is 430, 450, 452, 460, 471, 472, or 473	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. <

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
>5	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage		B71	You must elect to either: (1) terminate your enrollment, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. (see Note 2 of this table)
6	Nature of action code is 473	Has Federal Employees Health Benefits Program coverage		B66	Health benefits coverage will continue for 18 months unless you elect to terminate coverage. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information. <

NOTES:

1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation.

Chapter 17. Pay and Step Changes

1. Coverage.

This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

- Change in Allowance/Differential,
- Administratively Uncontrollable Overtime,
- Availability Pay,
- Locality Payment
- Pay Adjustment,
- Within-grade Increase,
- Quality Step Increase,
- Denial of Within-grade Increase,
- Step Adjustment, and
- Termination of Grade Retention.

See Chapter 31 when processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see Chapter 14 for position or grade changes.

2. Definitions.

a. Adjusted basic pay is that amount which, after taking into account all applicable pay caps, is the higher of the following rates of pay to which the employee is entitled: basic pay; locality pay; special law enforcement officer adjusted pay; or the continued rate of pay.

b. Administratively Uncontrollable

Overtime (AUO) pay is calculated as an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

c. Availability pay is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

d. IGA continued rate of pay means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

e. Denial of Within-grade Increase means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.

f. GM Within-grade Increase is an agency-awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

g. Grade Retention entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced.

h. Locality payment means a locality-based comparability payment or special pay adjustment for law enforcement officers.

(1) Locality-based comparability payment means a payment under 5 U.S.C. 5304.

(2) Special pay adjustment for law enforcement officer means an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990.

i. Pay Adjustment (as used in this **Guide**)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

j. Pay plan means the pay system or pay schedule under which the employee's rate of

basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).

k. Pay retention entitlement is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he or she occupies.

l. Performance Management and Recognition System (PMRS) was the pay system established under 5 U.S.C. chapter 54 for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.

m. Quality (Step) Increase (QSI or QI) is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

n. Rate of basic pay means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For example, \$9793 per year; \$6.41 per hour.

o. Retention Allowance is the annual total dollar amount (up to 25 percent of basic pay) paid to an employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

Table 17-E. Codes for Remarks Required in Special Situations

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Code for Required Remark is</i>
1	Action is a within-grade increase	Employee had so much time in nonpay status that due date for within-grade was set back	P13
2	Employee is entitled to grade retention		X37, X45, and X61
3	Employee is entitled to pay retention	Employee's salary is now a 150% of maximum rate for grade to which assigned	X41
4		Pay schedule adjustment results in employee becoming entitled to a rate of pay equal to or higher than that to which he or she is entitled under pay retention (5 U.S.C. 5363(c)(2))	X42
5	Employee moves from a pay system other than the General Schedule or prevailing rate system and is entitled to grade retention	Retained grade is equivalent to one held prior to the reduction that entitled employee to grade retention	X35
6	Action is denial or withholding of within-grade increase for employee who is entitled to grade retention		X47
7	***		***
8	Employee is being paid at a special rate established under 5 U.S.C. 5305		P05
9	Employee's total salary includes a retention allowance		P70
10	818/AUO action establishes changes % paid for AUO		P73
11	NOA is other than 818/AUO	Employee's total salary includes payment for AUO	P81

Table 17-E. Codes for Remarks Required in Special Situations (Continued)

R U L E	A	B	C
	<i>If</i>	<i>And</i>	<i>Then Code for Required Remark is</i>
12	Employee's total salary includes availability pay		P99
13	Employee's total salary includes a supervisory differential		P72
14	Reserved		***
15	Employee is a law enforcement officer whose total salary includes a special rate established under Sec. 403 of Public Law 101-59 plus a special pay (locality) adjustment established under Sec. 404 of Public Law 101-59		P85
16	Action is an 895/Locality Payment	Special rate exceeds the locality rate of pay, so employee receives no locality payment	P93
17		Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment	P95
18		IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied-- i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee is reduced in grade.	P96
19		Employee is not described in Rules 16-18	P92
20	Action gives employee a higher rate of pay which results in termination of the IGA continued rate employee has been receiving under 5 U.S.C. 5304		P97

Table 17-F. Codes and Remarks for Pay and Step Changes

R U L E	A	B
	If Code is	Then Remark is
1	P05	Special rate under 5 U.S.C. 5305
2	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal Service.
3	P09	Pay rate adjusted [date] by [authority].
4	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
5	P14	Work performance is at an acceptable level of competence.
6	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
7	***	***
8	P70	Salary in block 20 includes retention allowance of \$_____.
9	Reserved	
10	P72	Salary in block 20 includes supervisory differential of \$_____.
11	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
12	P81	Salary in block 20 includes AUO of \$_____.
13	P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$_____.
14	P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

Table 17-F. Codes and Remarks for Pay and Step Changes (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
15	P92	Salary includes a locality-based payment of __%.
16	P93	Special salary rate exceeds the locality rate of pay, so employee receives no locality payment.
17	P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
18	P96	IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied--i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee is reduced in grade.
19	P97	This action terminates your IGA continued rate of pay.
20	P99	Salary in block 20 includes availability pay of \$_____.
21	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
22	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
23	X37	Employee is entitled to retain grade of [pay plan and grade] through [date.]
24	X38	On [date] employee will be entitled to retain grade of [pay plan and grade] through [date] provided the preceding period of grade retention is not terminated earlier.
25	X39	Employee elected to terminate grade retention entitlement.
26	X40	Employee is entitled to pay retention.
27	X41	Salary is 150% of maximum rate of grade to which assigned.
28	X42	Pay retention entitlement terminated.
29	X43	Expiration of grade retention period as [pay plan and grade].
30	X44	Rate is step [number] of [pay plan and grade], retained grade.

Table 17-F. Codes and Remarks for Pay and Step Changes (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
31	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
32	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
33	X47	Action denies within-grade increase to step [number] of employee's retained grade.
34	X48	Declined offer of [position title, pay plan, series and grade].
35	X50	Failed to comply with priority placement program requirements.
36	X61	Retained grade will not be used for reduction-in-force purposes.
37	X62	Action grants within-grade increase in employee's retained grade of [pay plan and grade].
38	X63	Action denies within-grade increase in employee's retained grade of [pay plan and grade].

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

Contents

	Page
1. Coverage	29-3
2. Separation Incentives	29-3
3. Senior Executive Rank Awards	29-3
4. All Other Awards and Bonuses	29-3

Tables

29 Bonuses and Awards	29-5
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Chapter 29. Bonuses and Awards

1. Coverage.

a. Actions covered. This chapter covers the following time off and cash payment actions that do not affect an employee's rate of basic pay:

- 815/Recruitment Bonus,
- 816/Relocation Bonus,
- 825/Separation Incentive,
- >840/Individual Cash,
- 841/Group Cash,
- 842/Individual Suggestion/Invention (only those recognized with cash),
- 843/Group Suggestion/Invention (only those recognized with cash),
- 844/Foreign Language Awards (always given to individuals as cash; only approved for law enforcement positions),
- 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs),
- 846/Individual Time Off,
- 847/Group Time Off,<
- 878/SES Rank Award, and
- 879/SES Performance Award.

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

2. Separation Incentive.

a. Effective Date. Separation Incentives are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.

b. Standard Form 52. Use of the Standard Form 52, Request for Personnel Action, to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. These actions may be documented as the second nature of action on Standard Form 50, Notification of Personnel Action, documenting the separation or may be documented as a separate action. In either case, a Standard Form 50 documenting a Separation Incentive should be prepared and a copy should be filed on the right side of the Official Personnel Folder.

3. Senior Executive Service Rank Award.

a. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

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

4. All Other Awards and Bonuses.

a. Effective Date. The agency sets the effective date of awards and bonuses.

b. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. Use of the Standard Form 50 for all other awards and bonuses is **not** required. Documentation of awards and bonuses other than Separation Incentives and Senior Executive Service Rank Awards is **not** authorized for long-term Official Personnel Folder retention. Agencies **may not** file documentation of the following award and bonus actions on the **right** side of the Official Personnel Folder:

Recruitment Bonus,
Relocation Bonus,
>Individual Cash,
Group Cash,
Individual Suggestion/Invention,

Group Suggestion/Invention,
Foreign Language Awards,
Travel Savings Incentive,
Individual Time Off,
Group Time Off, and <
Senior Executive Service Performance Award.

d. Employee Notification. Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this **Guide**. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, >no legal authority code is required, and the SF-50 may **not be filed**< on the right side of the Official Personnel Folder.

Table 29. Bonuses and Awards

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

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
>9	Senior Executive Service Rank Award for Meritorious Executive		878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
10	Senior Executive Service Award for Distinguished Executive				V8G	5 U.S.C. 4507(e)(2)
11	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384<

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
>12	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
13	A relocation bonus not described in Rule 14		816	Relocation Bonus		
14	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay				ZTY	P.L. 101-509, Sec. 407
15	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 5597
16		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
17		Not Rule 15 or 16			ZAA	(Enter Agency Authority) (See Note 2)<

NOTES:

1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.

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Chapter 35. Glossary of Terms Used in Processing Personnel Actions

(Citations in parentheses refer to laws, regulations, or publications where more information can be found.)

ABANDONMENT OF POSITION—When an employee fails to report for duty and does not submit a resignation.

ABSENCE WITHOUT LEAVE (AWOL)—Absence without prior approval, a nonpay status resulting from an Agency determination that it will not grant any type of leave (not even leave without pay) for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

ACCESSION—A personnel action that results in the addition of an employee to the rolls (staff) of an agency. (See **APPOINTMENT**)

ACTIVE DUTY OR ACTIVE MILITARY DUTY (Creditable Service for Leave Accrual and Reduction in Force Purposes Only)—Means full-time duty with military pay and allowances in the Armed Forces. Active duty does include “annual” active duty for training, but excludes weekend Reserve meetings.

ADJUSTED BASIC PAY is the >maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.< (5 CFR part 531, subparts B, C, F and G.)

ADVERSE ACTION—A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part 752)

AGENCY [as used in this **Guide**]—Any department or independent establishment of the Federal Government, including a Government- owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments

of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this **Guide**; all organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

ANNUITANT—[As used in this **Guide**] a person who receives an annuity.

ANNUITY—The annual sum payable to a former employee who has retired.

APPLICANT—A person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

APPLICATION FORMS—Forms and resumes that show an applicant's qualifications for employment in a Federal position.

APPOINTEE—A person being hired for a position in an agency.

APPOINTING OFFICER—A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT—Any personnel action that brings an individual onto the rolls (staff) of an agency. (See **ACCESSION**.)

ARMED FORCES—The Army, Navy, Air Force, Marine Corps and Coast Guard.

AUO —(Administratively Uncontrolled Overtime) is an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that required on an irregular basis. (5 CFR 550.151)

AUTHORITY SUFFIX—See **LEGAL AUTHORITY SUFFIX**

AVAILABILITY PAY—A special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

BREAK IN SERVICE—The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and reduction in force retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)

“CA” APPOINTMENTS—Canal Area appointments that are made under the Panama Canal Employment System. (35 CFR part 253)

CAO (CHANGE OF APPOINTING OFFICE)—Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. Prior to 1/1/82, such moves were sometimes identified on personnel actions with the abbreviation “CAO” following the nature of action.

CAREER APPOINTMENT—Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he or she is hired from a civil service register. (See “*SUBSTANTIALLY CONTINUOUS SERVICE*” and “*CREDITABLE SERVICE*.”) (5 CFR part 315)

CERTIFICATE—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. (5 CFR part 332)

CERTIFICATION—The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

CHANGE TO LOWER GRADE (also called “Demotion” and “Reduction in Grade”)—Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

CIVILIAN POSITION—A civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

CIVILIAN RETIREE—A person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (FICA) is not a retirement system for purposes of this definition.

CIVIL SERVICE RETIREE—A person retired under the Civil Service Retirement System (CSRS).

CLASS OR CLASS OF POSITIONS—All positions that are sufficiently similar in (1) kind or subject matter of work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration.
(5 U.S.C. chapter 51)

CLASSIFY—To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

COMMISSION (Abbreviated as CSC)—The U.S. Civil Service Commission – now the U.S. Office of Personnel Management.

COMPENSATION—money paid by the Department of Veterans Affairs for service-connected disability of 10 percent or more.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation–MIL) is a separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or

responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in

one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C)

SPECIAL SALARY RATES—Salary rates higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called "50")—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a "52")—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this **Guide**)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay.

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service.

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL is the annual total dollar amount paid to a General Schedule supervisor who provides direct, technical supervision over the work of one or more civilian employees in other pay plans who receive a higher rate of total pay than does the supervisor. (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as "TAPER" appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B).