

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

December 31, 2000

The Guide to Processing Personnel Actions

Update 36

Summary of Changes

| Remove | | Insert | Explanation of Changes |
|------------------------|------------------------------|------------------------|--|
| Page | Identification | Page | |
| 6-7 thru 6-12 | various | 6-7 thru 6-12 | (1) Deletes reference to date for Vietnam campaign. (2) Adds reference to applicable Public Laws with respect to NAF service. (3) Completes remainder of sentence on page 8 which was inadvertently not shown in previous Update. (4) Corrects typographical error. |
| 11-9 thru 11-9 | Update 33 January 2, 2000 | 11-9 thru 11-9 | Deletes reference to employment with D.C. Department of Corrections - Closure of Lorton |
| 11-17 thru 11-19 | Update 27 August 21, 1998 | 11-17 thru 11-19 | (1) Deletes information in Rules 59-62, referencing D.C. Department of Corrections employees, as a result of P.L. 105-275. (2) Clarifies when Rules 63-66 should be used. |

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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 | |
| 33-1 thru 33-6 | various | 33-1 thru 33-4 | Revises Chapter in its entirety to implement new procedures for documenting volunteer service. |

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 *** 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). >Public Law 101-508 authorizes credit for leave accrual and RIF purposes for NAF service of employees who move on or after January 1, 1987,< 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 >under retained civil service retirement coverage are creditable

for leave accrual.< Other NAF service performed between 1952 and 1966 may also be creditable >(Public Law 99-638).< For information on this service, refer to Chapter 20 of **The CSRS and FERS Handbook**.

Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in **The Guide to Personnel Recordkeeping**.

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from:

AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service. Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

Page 6-10 is blank.

Figure 6-1. Standard Form 813

| | | |
|--|--|---|
| SF 813 (6/94) U.S. Office of Personnel Management FPM Supplement 296-33 | Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions (See Instruction on Reverse Before Completing Form) | Date of Request (Month, Day, Year) |
| To: (Address A or B From Reverse Side) | | PRIVACY ACT STATEMENT Solicitation of this information is authorized by sections 3502, "Retention Order, and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service. |
| 1. Name Used During Military Service | 2. Service Number | 3. Social Security Number |
| 4. Branch of Service | 5. Date of Military Retirement | 6. Last Military Rank Held |
| 7. Remarks | | |
| 8. NONWARTIME CAMPAIGNS AND EXPEDITIONS Service from 12/7/41 through 4/28/52 is always creditable and need not be verified. | SERVICE CLAIMED From: _____ To: _____ Mo. Day Yr. Mo. Day Yr. | FOR RECORDS CENTER USE ONLY If not correct, give the dates (from and to) of the active duty the person performed in the period covered by the campaign badge or medal. If correct, check here From: _____ To: _____ Mo. Day Yr. Mo. Day Yr. |
| 9. Requesting Agency (Name, Address and Zip Code) | | Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected. Typed or Stamped Name and Title of Certifying Official Signature _____ Date Signed _____ |
| AUTHORIZED FOR LOCAL REPRODUCTION | | 813-101 |
| Previously known as OPM Form 813 | | |

Figure 6-1. Standard Form 813 (Reverse)
Instructions for Completing Standard Form 813

**NOTE: DO NOT USE THIS FORM FOR PERSONS
WHO ARE NOT MILITARY RETIREES**

Use Standard Form 813 only to request verification of a retiree's military service performed in a nonwartime >campaign< or expedition for which badge-medal was authorized, in order to credit such service for leave accrual rate and reduction-in-force purposes. Complete the address block and items 1 through 9 and submit the form in duplicate to the appropriate address listed below.

A. To verify campaign/expeditionary service for military retirees of the U.S. Air Force, U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard, address the request to:

National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132

B. To verify campaign/expeditionary service for military retirees of the U.S. Army, address the request to:

Commander, U.S. Army Reserve
Personnel Center
ATTN: DARP-VSE-VC
9700 Page Boulevard
St. Louis, MO 63132-5000

The records center will verify only claimed and unverified nonwartime campaign or expeditionary service. It is the retired member's responsibility to provide the names of any nonwartime campaign or expedition in which served. The records center will not verify service unless specific campaigns/expeditions and inclusive dates are listed. Service components (for example, "USAF") or medal (for example, "Vietnam Service Medal") are not sufficient.

If a follow-up check is necessary, reproduce a copy of the original request and clearly mark the top of the Standard Form 813, "Follow-up Request."

Table Summary: Table 11-A. Excepted Service Appointments

| <i>If Appointment Is</i> | <i>Go to Rules</i> |
|--|--------------------|
| On a provisional basis | 7-8 |
| Under VRA authority | 9-13 |
| Under the Student Educational Employment Program | 14-33 |
| Based on a move from the SES | 34-37 |
| By the President | 38-45 |
| Of an Expert or Consultant | 46-49 |
| Of a foreign national overseas | 50-53 |
| Under the IPA | 54 |
| *** | |
| Not listed above | |
| ! Under Schedule A, B, or C authority | 1-4, 55-58 |
| ! Under another authority | 63-66 |
| ! Extension of an Exc Appt | 67 |

Page 11-10 is blank.

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (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 person</i> | <i>And the appointment</i> | <i>And the person</i> | <i>Then NOAC is</i> | <i>NOA is</i> | <i>Auth code is</i> | <i>And Authority is (See Notes 1-4 of this table)</i> |
| 47 | Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute | Is without time limitation | Is already on the rolls of your agency | 570 | Conv to Exc Appt | H2L | Reg. 304.103 |
| 48 | | Is temporary | Is not on your agency's rolls | 171 | Exc Appt NTE (date) | | |
| 49 | | | Is already on the rolls of your agency | 571 | Conv to Exc Appt NTE (date) | | |
| 50 | Is a foreign national recruited overseas for an overseas position | Is without time limitation | Is not on your agency's rolls | 170 | Exc Appt | BPM | CS Rule 8.3 |
| 51 | | | Is already on the rolls of your agency | 570 | Conv to Exc Appt | | |
| 52 | | Is temporary | Is not on your agency's rolls | 171 | Exc Appt NTE (date) | | |
| 53 | | | Is already on the rolls of your agency | 571 | Conv to Exc Appt NTE (date) | | |
| 54 | Is selected under the Intergovernmental Personnel Act (IPA) | Is under the authority of 5 U.S.C. 3374 | Is not on your agency's rolls | 171 | Exc Appt NTE (date) | VPE | 5 U.S.C. 3374 |

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (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 person</i> | <i>And the appointment</i> | <i>And the person</i> | <i>Then NOAC is</i> | <i>NOA is</i> | <i>Auth code is</i> | <i>And Authority is (See Notes 1-4 of this table)</i> |
| 55 | Is employed under the authority of Sch A, 213.3102(i) in a position for which a critical hiring need exists | Is temporary | Is not on your agency's rolls | 171 | Exc Appt NTE (date) | W9P | Sch A, 213.3102(i)(2) |
| 56 | | | Is already on the rolls of your agency | 571 | Conv to Exc Appt NTE (date) | | |
| 57 | | Is without time limitation on a less than full-time basis | Is not on your agency's rolls | 170 | Exc Appt | | |
| 58 | | | Is already on the rolls of your agency | 570 | Conv to Exc Appt | | |
| 59 | *** | *** | *** | *** | *** | *** | *** |
| 60 | | | *** | *** | *** | | |
| 61 | | *** | *** | *** | *** | | |
| 62 | | | *** | *** | *** | | |

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (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 person</i> | <i>And the appointment</i> | <i>And the person</i> | <i>Then NOAC is</i> | <i>NOA is</i> | <i>Auth code is</i> | <i>And Authority is (See Notes 1-4 of this table)</i> |
| 63 | Is employed under the authority of any other law, Executive Order or Reg. not covered in >the preceding rules of this Table< (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109) | Is without time limitation | Is not on your agency's rolls | 170 | Exc Appt | ZLM | (Enter Law, E.O., or Reg. that authorizes the appointment or conversion) |
| 64 | | | Is already on the rolls of your agency | 570 | Conv to Exc Appt | | |
| 65 | | Is temporary | Is not on your agency's rolls | 171 | Exc Appt NTE (date) | | |
| 66 | | | Is already on the rolls of your agency | 571 | Conv to Exc Appt NTE (date) | | |
| 67 | Is serving on an Exc Appt NTE | Is being extended | Is already on the rolls of your agency | 760 | Ext of Appt NTE (date) | (Enter same auth code as for the Exc Appt NTE) | (Enter same authority as for the Exc Appt NTE) |

NOTES:

>1. ZLM: other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.

2. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used.

3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action, ABL: Bicultural/Bilingual Selective Factors.

4. For information on [Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations](#). For authority codes for Schedules A, B, and C, see [The Guide to Personnel Data Standards](#).

5. Veterans' Readjustment Appointment appointees are placed in Tenure Group II of the Excepted Service.

6. These instructions apply only when the Veterans' Readjustment Appointment is to a position in an excepted service agency or organization. When a Veterans' Readjustment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.<

Page 11-20 is blank.

Chapter 33. Documentation of Volunteer Service

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| 3. Documentation of Volunteer Service | 33-3 |
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| 6. Official Personnel Records | 33-4< |

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Chapter 33. Documentation of Volunteer Service

1. Coverage.

This chapter provides instructions for documenting service performed without compensation by persons who *do not* receive a Federal appointment.

2. Definitions.

a. Student volunteer service is service performed under 5 U.S.C. 3111, with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

b. Other volunteer service under programs for persons other than students is defined in the individual laws and regulations authorizing those programs.

3. Documentation of Volunteer Service.

Volunteers do not receive Federal appointments, so their service is not reported to the Central Personnel Data File (CPDF). Therefore, the personnel action instructions in Chapters 1-32 of this **Guide** are not applicable. >Agencies are responsible for determining how to document volunteer service (e.g., self-developed forms, letters, etc.) An SF-50 *can not* be used to document volunteer appointments; however, agencies *must* clearly inform volunteers of the nature of their appointment with respect to service credit for leave or other employee benefits. To fulfill this requirement, we recommend that the written communication of your choosing contain language such as:

“Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits” (for student volunteers); or

“Volunteer service is not creditable for leave or any other employee benefits” (for volunteers other than students.”)

In addition to the above requirement, agencies will determine what, if any, additional information is to be documented to aid in responding to future requests for service documentation. In that regard, we recommend that the written communication also include the following information:

- a) name of agency;
- b) position title;
- c) office title and duty location; and
- d) days/hours on duty

Likewise, when a volunteer’s service is concluded, we recommend some form of written communication that include the following:

- a) inclusive dates of service;
- b) total hours or days worked; and
- c) guidance on how the agency may be contacted regarding future requests to obtain documentation of volunteer service.

4. Agency Agreements with OPM.

All previously negotiated agreements with individual agencies regarding their volunteer programs are void. These agreements are no longer necessary as agencies are responsible for determining the practice to be utilized. As such, agencies may opt to continue the practices in those agreements or change them as deemed appropriate.

5. Responsibility for Responding to Requests for Service Documentation.

Agencies, not OPM nor the National Personnel Records Center, are responsible for responding to requests from former volunteers for documentation of volunteer service.

6. Official Personnel Records.

Agencies are responsible for determining the method utilized for long term filing/recordkeeping with respect to documents used to record volunteer service. Agencies *can not* use an Official Personnel Folder for this purpose. Agencies will determine their own disposition schedule with respect to these documents. Notwithstanding the filing system utilized, OPM's Governmentwide systems of records notice for OPM/GOVT-1 will continue to cover volunteer service records for purposes of the Privacy Act.<
