

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415
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The Guide to Processing Personnel Actions

Update 39

*****SPECIAL NOTICE*****

*As of August 2001, the latest Updates were made available on our web site (www.opm.gov/feddata/persdoc.htm). Prior to August 2001, only the Guide, in its entirety, was available on our web site. Agency representatives should access the web site if they are interested in signing up to automatically receive the Updates electronically. **Agencies are hereby notified that as of September 30, 2002, we will discontinue printing paper copies of the Guide and its Updates through the Government Printing Office (GPO).** All Updates issued on or after October 1, 2002, will be available only on our web site or through electronic distribution. Similarly, as of October 1, 2002, the Guide will only be available (for viewing or downloading) on our web site. In the interim, agencies can continue to order paper copies of the Guide through GPO, and you will continue to receive Updates through GPO for the remainder of FY 02 if you are a current subscriber.*

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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

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-49 thru 10-50	Update 30 February 26, 1999	10-49 thru 10-50	Deletes reference to Note 2 in Rules 17 and 18 as Note 2 was previously deleted.
15-9 thru 15-10	Update 29 December 31, 1998	15-9 thru 15-10	Adds reference to Note 5 in Rule 1.
15-15 thru 15-15	Update 29 December 31, 1998	15-15 thru 15-15	Adds Note 5 regarding use of intermittent annual leave or military leave for employee on LWOP-US.
16-7 thru 16-10	Update 30 February 26, 1999	16-7 thru 16-10	<ol style="list-style-type: none"> 1) Adds reference to Note 1 in Column A of Rules. 2) Adds reference to Note 2 in Rules 2 and 3. 3) Changes previous reference from "Note" to "Note 1", and adds new Note 2. 4) Adds Rule 9 citing use of Remark Code P09.
17-5 thru 17-35	various	17-5 thru 17-35	<ol style="list-style-type: none"> (1) Corrects typographical error in spelling of "Employees" on page 5. (2) Redefines GS Pay Plan to include coverage of GM employees, and deletes reference to Table 17-B in Step 1 of Job Aid. (3) Deletes reference to Table 17-E in Step 2 of Job Aid. (4) Incorporates information previously shown in Table 17-B into Table 17-A. Table 17-A has been reformatted, and the Rules and Notes renumbered. Column G has been deleted. (5) Deleted Table 17-B. (6) Reformats Table 17-C, renumbering the Rules and deleting Column G. Deletes Note 1, and adds new Notes 3 and 4. (7) Reformats Table 17-D, deleting Column G. Deletes Note 1. (8) Deletes Table 17-E. (9) Incorporates information previously shown in Table 17-E into Table 17-F. Table 17-F has been reformatted, Columns added and Rules renumbered.

The Guide to Processing Personnel Actions (3)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
24-9 thru 24-10	Update 32 September 26, 1999	24-9 thru 24-10	Corrects reference in Note 2 from "Figure 6-14" to "Figure 6-4".
29-7 thru 29-7	Update 37 June 3, 2001	29-7 thru 29-7	(1) Corrects reference in Rule 14 from "Rule 14" to "Rule 15". (2) Corrects reference in Rule 18 from "Not Rule 15 or 16" to "Not Rule 16 or 17".
30-15 thru 30-15	Update 34 July 30, 2000	30-15 thru 30-15	Corrects reference in Note 6 from "Figure 6-14" to "Figure 6-4".

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
13	Person is already employed in your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)
14	Action is based on employee's eligibility for reinstatement	Agency modified the Office of Personnel Management's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.
15	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
16	Employee is being retained by the agency under a temporary exception to reduction in force release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.
17	Person is employed by another agency on a part-time or intermittent appointment ***		M34	On part-time or (intermittent) appointment in (agency).
18	Person is employed by another agency in a nonpay status ***	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
19	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service position or because of employee's failure to be recertified in the Senior Executive Service	M58	No SES reinstatement rights.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
21	Employee declined conversion to a Senior Executive Service appointment		M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
22	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
23	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
24	Employee is appointed to or converted to a supervisory General Schedule position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
25	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate.)
26		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
27	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

Table 15-A. Documenting 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>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is</i>	<i>Require d Remark Code is</i>	<i>And Remark is</i>
1	Leave of absence to perform duty with the uniformed services >(see Note5 of this table)<		473	LWOP-US	Q3K	5 CFR, part 353		
2	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
3		The furlough is more than 30 calendar days and not covered under Rule 2			PNM	Reg. 351.603		
4		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
5		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
6		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is</i>	<i>Require d Remark Code is</i>	<i>And Remark is</i>
7	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
8		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
9		Is for 30 calendar days (or 22 workdays a year) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
10		Is for 30 calendar days (or 22 workdays a year) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
11		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is</i>	<i>Require d Remark Code is</i>	<i>And Remark is</i>
32	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		
33	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
34	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)

NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."

2. The legal authority suffix "MFD" means more than 14 days."

3. Rule 26 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.

4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.

>5. Periods of LWOP-US may be interrupted by periods of annual leave or military leave without any additional personnel action processing.<

Page 15-16 is blank.

Table 16-A. Documenting Return to Duty Actions

<i>R U L E</i>	<i>A >see Note 1<</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If return to duty is from</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority code is</i>	<i>Authority is</i>
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR part 340
2	LWOP—US >(see Note 2)<	Employee is exercising restoration rights after serving on duty with the uniformed services	292	RTD	Q3K	5 CFR part 353
3		Return is directed by the Merit Systems Protection Board after employee serves on duty with the uniformed services			ALM	MSPB Directive-US
4	Furlough	Employee is recalled to work after reduction in force furlough			PSM	Reg. 351.604(d)
5		Employee was furloughed for less than 30 days under circumstances not described in Rule 4			CGM	5 U.S.C. 552a(e)(5)
6	Suspension					
7	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning			NYM	Reg. 334.101
8		Leave without pay was granted because of an on-the-job injury			Q3K	5 CFR part 353
9		Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury			AQM	MSPB Directive-Inj
10		Leave without pay was granted for other reasons not covered in Rules 7-9			DAM	Reg. 630.101

Notes:

>1.< Column A reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this **Guide** for information on those natures of action.

>2. Periods of LWOP-US may be interrupted by periods of annual leave or military leave without any additional personnel action processing.<

Page 16-8 is blank.

Table 16-B. Remarks

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
1	Service computation date for leave accrual is adjusted due to nonpay time which is not creditable	All the nonpay time has been recorded on a Standard Form 50	B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year)
2		All of the nonpay time has not been recorded on a Standard Form 50	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours
3	Due date for within grade increase is adjusted due to nonpay time which is not creditable		P12	Eligibility date for WGI adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date)
4	Probationary (or trial) period is extended due to nonpay time which is not creditable		E05	Date for completion of probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New estimated completion date is (date)
5	Waiting period for career tenure is extended due to nonpay time which is not creditable		T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New estimated conversion date is (date).
6	Employee received injury compensation during the nonpay time		G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
7	Employee is being returned to duty under 5 CFR part 353 after absence due to compensable injury or duty with the uniformed services	Position and pay reflect actions effective during the period of absence	P20	Position and pay reflect the following actions effective during employee's absence: (list actions). (see example at the end of this table)

Table 16-B. Remarks (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
8	Employee is on grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
>9	Employee's pay or step changed during period of nonpay	New pay or step were not recorded on a previous personnel action	P09	Pay or step adjusted (date) by (authority).<

Example: "Position and pay reflect the following actions effective during employee's absence: 702/Promotion, 11-20-94 to GS-202-7/1 @ \$22,717pa."

p. Special Salary Rates are 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.

q. Step means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

r. Step Adjustment means 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.

s. Supervisory Differential the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.

t. Within-grade Increase (WGI) is an increase in an employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service

with an international organization. For other pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action.

Usually, personnel actions for pay and step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. >Employees< may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 6. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a. A copy of the new pay schedule containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b. A computer-printed notice, showing:
 Name of employee;
 Pay System, Grade, Step, and new salary;
 Effective date of new rate;
 Authority for change and date of authority; and
 Social Security Number.

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

(1) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment;
- pay adjustment to implement, change, or discontinue a special rate;
- termination of grade retention at the expiration of the employee's 2-year period of grade retention;
- pay adjustment resulting from the termination of grade retention;
- within-grade increase for which employee became eligible before a period of nonpay status began; and
- within-grade increase for which employee becomes eligible during a period of nonpay status that is creditable for within-grade increase purposes.

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or

step on the return to duty personnel action and enter in the remarks on that action P09—"Pay or step adjusted (date) by (authority)."

b. Employees who have separated to enter on active military duty—prepare the pay adjustment or step change Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

c. Employees who have transferred to international organizations—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark 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."

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

STEP	ACTION												
1	Use the table for the applicable pay plan to select the nature of action and authority:												
	<table border="1"> <thead> <tr> <th data-bbox="440 512 878 564">Pay Plan</th> <th data-bbox="883 512 1333 564">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 564 878 814"> General Schedule (GS), >including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)< </td> <td data-bbox="883 564 1333 814">Table 17-A</td> </tr> <tr> <td data-bbox="440 814 878 867">***</td> <td data-bbox="883 814 1333 867">***</td> </tr> <tr> <td data-bbox="440 867 878 919">Prevailing Rate Systems</td> <td data-bbox="883 867 1333 919">Table 17-C</td> </tr> <tr> <td data-bbox="440 919 878 1018">Other Pay Systems</td> <td data-bbox="883 919 1333 1018">Table 17-D</td> </tr> </tbody> </table>	Pay Plan	Table	General Schedule (GS), >including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)<	Table 17-A	***	***	Prevailing Rate Systems	Table 17-C	Other Pay Systems	Table 17-D		
Pay Plan	Table												
General Schedule (GS), >including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)<	Table 17-A												
***	***												
Prevailing Rate Systems	Table 17-C												
Other Pay Systems	Table 17-D												
	<p>Enter nature of action and authority in blocks 5A-F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>												
2	<p>Use Table *** 17-F to select remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.</p>												
3	Complete the Standard Form 52 as required by instructions in Chapter 4 of this Guide ; follow your agency's procedures to complete an agency request document.												
4	Follow your agency's procedures to get the approval signature on the Standard Form 52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in allowance/differential that results from a statutory or regulatory change in rates or an Executive Order.												
5	Follow instructions in Chapter 4 of this Guide to complete the Standard Form 50. The Standard Form 50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which a Standard Form 50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.												

Job Aid**Instructions for Processing Personnel Actions on Pay and Step Changes,
continued**

STEP	ACTION
6	<p>Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses.</p> <p>These dates include:</p> <ul style="list-style-type: none"> — date eligible for next within-grade increase, — grade retention expiration date, and — date on which next performance determination must be made (when within-grade increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	Reserved
9	Follow your agency's instructions to distribute documentation of the personnel action.

Table 17-A. Pay and Step Changes under the General Schedule ***

>(This Table has been reformatted, and the Rules and Notes renumbered. It includes information previously shown in Table 17-B which has been deleted).

<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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
1	Within-grade increase based on employee's meeting length of service and performance requirements (see Note 1 of this table)	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	893	Within-grade Inc	Q7M	Reg. 531.404 (see Note 7 of this table)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89 (see Note 6 of this table)	891	GM WGI	Z2P	P.L. 103-89
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	888	Denial of WGI (see Note 2 of this table)	Q5M	Reg. 531.409 (see Note 7 of this table)
4		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89
5	Quality increase based on employee's high quality performance		892	Quality Inc	RBM	Reg. 531.501 (see Note 7 of this table)
6	Pay adjustment effective under 5 U.S.C. 5303		894	Pay Adj	QWM and ZLM	Reg. 531.205 and (Cite E.O. that established new rates)<

Table 17-A. Pay and Step Changes under the General Schedule ***

>(This Table has been reformatted, and the Rules and Notes renumbered. It includes information previously shown in Table 17-B which has been deleted). (Cont.)

<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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of the employee's existing grade retention entitlement	894	Pay Adj	QHP and ZLM	Reg. 530.306 (a)(1) and (Cite OPM issuance that published new rates)
8		Pay is adjusted on the basis of employee's existing pay retention entitlement			QJP and ZLM	Reg. 530.306 (a)(2) and (Cite OPM issuance that published new rates)
9		Employee is not entitled to grade or pay retention			QHP and ZLM	Reg. 530.306 (a)(1) and (Cite OPM issuance that published new rates)
10	Initial establishment of, or change in, special rate for a law enforcement officer under section 403 of Public Law 101-509 (see Note 3 of this table)				ZTW	P.L. 101-509, Sec. 403
11	Decrease in or discontinuance of special rates	Employee's existing rate is equal to one of the rates in the regular or decreased special rate schedule	899	Step Adj	QKP and ZLM	Reg. 530.306 (b)(1)(i) and (Cite OPM issuance that published new rates)
12		Employee's existing rate is higher than the new maximum allowed for his or her grade level			QMP and ZLM	Reg. 530.306 (b)(1)(iii) and (Cite OPM issuance that published new rates)
13		Employee has an existing rate of pay that falls between two rates in the regular decreased rate schedule	894	Pay Adj	QLP and ZLM	Reg. 530.306 (b)(1)(ii) and (Cite OPM issuance that published new rates)<

Table 17-A. Pay and Step Changes under the General Schedule ***

>(This Table has been reformatted, and the Rules and Notes renumbered. It includes information previously shown in Table 17-B which has been deleted).
(Cont.)

<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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
14	Position that has been under the GM pay plan is determined to be under the General Schedule (see Note 4 of this table)		894	Pay Adj	QUM	Reg. 531.204(e) (see Notes 7 and 8 of this table)
15	Employee's position is brought under the General Schedule (see Note 4 of this table)				ZLM	(Cite E.O., Law, or Reg that brought position under the General Schedule) and (see Notes 7 and 8 of this table)
16	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
17		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
18		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
19	Termination of grade retention with no further grade or pay retention entitlement	Employee declined a reasonable offer			VNJ	5 U.S.C. 5362(d)(3)
20		Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)
21		Employee failed to comply with agency's priority placement program's requirements			RLM	Reg. 536.207(b)(2)<

Table 17-A. Pay and Step Changes under the General Schedule ***

>(This Table has been reformatted, and the Rules and Notes renumbered. It includes information previously shown in Table 17-B which has been deleted).
(Cont.)

<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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
22	Termination of pay retention because employee declined a reasonable offer		894	Pay Adj	VTJ	5 USC 5363(c)(2)
23	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 U.S.C. 5363				ZLM	(Cite E.O. or other authority that established new rates)
24	Establishment, change in percentage, or termination of special pay adjustment authorized for law enforcement officers under Sec. 404 of Public Law 101-509		895	Locality Payment	ZTX	P.L. 101-509, Sec. 404
25	Establishment, change in percentage, or termination of locality-based comparability payment				VGR	5 U.S.C. 5304
26	Establishment, change in percentage, or termination of retention allowance (see Note 5 of this table)		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
27	Establishment, change in percentage, or termination of supervisory differential (see Note 5 of this table)				VPH	5 U.S.C. 5755<

Table 17-A. Pay and Step Changes under the General Schedule ***

>(This Table has been reformatted, and the Rules and Notes renumbered. It includes information previously shown in Table 17-B which has been deleted).
(Cont.)

<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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
28	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151
29	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
30	An adjustment in employee's basic rate of pay that is not described in Rules 1-29		894	Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 7 and 8 of this table)

NOTES:

1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.
2. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89. Show as the effective date the date on which the increase would have been effective.
3. LEO special salary rates under section 403 of FEPCA are published in special salary rate table 491.
4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.<

>NOTES, continued:

5. When an action grants, changes, or terminates an allowance/differential for an employee who is entitled to both the retention allowance and supervisory differential described in rules 26 and 27, only one NOA 810 SF 50 is required. The authority for each allowance/differential must be cited in blocks 5-C-through 5-F of the SF 52/50 (the agency may determine the order in which they are cited). When an action grants, changes, or terminates both the allowance/differential for an employee who is entitled to both payments described in rules 26 and 27, process one NOA 810 SF 50 and cite as the authority **ZTZ/P.L. 101-509**. (If more than one NOA 810 SF 50 is prepared with the same effective date, the actions must be combined for submission to the Central Personnel Data File.)

6. Enter "00" in block 19.

7. If employee is entitled to grade retention, a second authority may be cited: VLJ - 5 U.S.C. 5362(c).

8. If employee is entitled to pay retention, a second authority may be cited: VSJ - 5 U.S.C. 5363(a).

Pages 17-15 thru 17-20 are blank<

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>Auth is</i>
1	Receives a within-grade increase		893	Within-grade Inc	VUL	5 U.S.C. 5343(e)(2)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		894	Pay Adj	FEM	Reg. 532.405(c)(2)
3	Occupies a position in a wage area that is consolidated with another wage area				FTM	Reg. 532.415(a)
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (see Note 2 of this table)	FNM	Reg. 532.415(c)
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	894	Pay Adj	RJR	Reg. 536.205(b)(2)<

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<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 Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>Auth is</i>
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Pay Adj	FNM	Reg. 532.415(c)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
11		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
12	Is subject to termination of grade retention because employee declined a reasonable offer				VNJ	5 U.S.C. 5362(d)(3)<

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Employee</i>	<i>And</i>	<i>Then</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>Auth is</i>
<i>L</i>			<i>NOAC is</i>			
<i>E</i>						
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 U.S.C. 5362(d)(4)
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	Reg. 536.207(b)(2)
15	Is subject to termination of pay retention because employee declined a reasonable offer		894	Pay Adj	VTJ	5 U.S.C. 5363(c)(2)
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 U.S.C. 5363				ZLM	(Cite E.O., Law or Reg. that sets new pay schedule)<

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<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 Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>Auth is</i>
17	Has rate of basic pay adjusted as a result of the termination of grade retention		894	Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)
19	Establishment, change in percentage, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754<

NOTES:

1. ***
2. Be sure to change the step to "00" and to change the Pay Rate Determinant (PRD).
3. If employee is entitled to grade retention, VLJ - 5 U.S.C. 5362(c) may be cited as the second authority.
4. If employee is entitled to pay retention, VSJ - 5 U.S.C. 5363(a) may be cited as the second authority.

17-25 and 17-26 are blank<

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>						
<i>E</i>						
1	Within-grade increase		893	Within-grade Inc	ZLM	(Cite authority for the increase)
2	Pay change for an employee in a senior level (SL) or scientific or professional (ST) position	Change is the annual comparability adjustment	894	Pay Adj	ZLM	(Cite Reg. 534.504 plus the Executive Order containing rates of pay for the General Schedule and the Executive Schedule)
3		Change is not described in Rule 2				(Cite Reg. 534.503)
4	Pay change based on legislative or agency determination	Change is not described in Rules 2-3				(Cite authority for the increase) (See Note 2 of this table)
5	Change in pay level (or rate) and salary of an SES employee				VWH	5 U.S.C. 5383<

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
6	General change in SES salary rates		894	Pay Adj	ZLM	(Cite E.O. that established new rates)
7	Initial establishment of or increase in special rate schedule				QHP and ZLM	Reg. 530.306(a)(1) and (Cite OPM issuance that published new rates)
8	Decrease in or discontinuance of special rates	Employee's existing rate of pay is higher than the maximum allowed for the grade or level	899	Step Adj	QMP and ZLM	Reg. 530.306(b)(1)(iii) and (Cite OPM issuance that published new rates)
9		Employee's existing rate of pay is equal to one of the rates in the new schedule for the grade or level			QKP and ZLM	Reg. 530.306(b)(1)(i) and (Cite OPM issuance that published new rates)
10		Employee's existing rate is between two rates in the regular or decreased rate schedule	894	Pay Adj	QLP and ZLM	Reg. 530.306(b)(1)(ii) and (Cite OPM issuance that published new rates)
11	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
12	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304<

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System
 >(This Table has been reformatted. See Table 17-F for applicable remarks).

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>						
<i>E</i>						
13	Establishment, change in, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
14	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151<

NOTES:

1. ***

2. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.

Page 17-30 is blank.

Table 17-F. Codes and Remarks for Pay and Step Changes >(*Use as many remark codes as apply)**(This Table has been reformatted, and the Rules have been renumbered. It includes information previously shown in Table 17-E which has been deleted).**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is:</i>
1	Action is a within-grade increase (WGI)		P14	Work performance is at an acceptable level of competence.
2		The amount of time the employee was in nonpay status requires that the due date for the WGI be set back	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
3		Granted to an employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
4	Action is a quality step increase	Granted to a GS employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
5	Decision is made to withhold WGI to GS employee	Employee is not entitled to grade retention	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].
6		Employee is entitled to grade retention	X47	Action denies within-grade increase to step [number] of employee's retained grade.
7	Decision is made to withhold WGI to GM employee		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 >(*Use as many remark codes as apply)**(This Table has been reformatted, and the Rules have been renumbered. It includes information previously shown in Table 17-E which has been deleted).**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
8	Action is a pay adjustment	Employee is entitled to pay retention	X40	Employee is entitled to pay retention.
9		Employee is entitled to grade retention	X44	Rate is step [number] of [pay plan and grade], retained grade.
10	Employee is entitled to grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
11	Employee who is entitled to grade retention moves from a pay system other than GS or prevailing rate system	Retained grade is equivalent to one held prior to the reduction that entitled employee to grade retention	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
12	Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].
13		Employee elected to terminate grade retention entitlement	X39	Employee elected to terminate grade retention entitlement.<

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply)

>(This Table has been reformatted, and the Rules have been renumbered. It includes information previously shown in Table 17-E which has been deleted).

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>An Remark Is</i>
14	Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].
15		Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.
16		No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
17		Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.
18		Employee entitled to begin another period of grade retention	X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
19	Employee is entitled to pay retention	Employee's salary is now 150% of maximum rate for grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
20	Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(c)(2))	X42	Pay retention entitlement terminated.
21		Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].<

Table 17-F. Codes and Remarks for Pay and Step Changes >(*Use as many remark codes as apply)**(This Table has been reformatted, and the Rules have been renumbered. It includes information previously shown in Table 17-E which has been deleted).**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
22	Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special Rate under 5 U.S.C. 5305.
23	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$__.
24	Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	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.
25		Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of \$__.
26	Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.
27	Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.<

Update 39
January 27, 2002

Processing Personnel Actions

Table 17-F. Codes and Remarks for Pay and Step Changes >(*Use as many remarks as applicable)**(This Table has been reformatted, and the Rules have been renumbered. It includes information previously shown in Table 17-E which has been deleted).**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
28	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	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$__.
29	Action is an 895/Locality Payment	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay, so employee receives no locality payment.
30		Special adjusted rate for law enforcement officers exceeds locality rate of pay	P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
31		IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied	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's position is reduced in grade.
32		Rules 29-31 do not apply	P92	Salary includes a locality-based payment of __ %.
33	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	This action terminates your IGA continued rate of pay.<

Table 24-C. Remarks

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (see Notes 1 and 2 of this table)
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (see Note 1 of this table)
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (see Note 1 of this table)
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (see Note 1 of this table)
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.

Table 24-C. Remarks (continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Reserved			
7	Work schedule is changed to part-time	Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within >60< days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20	Action at employee's request.

NOTES:

1. If this information is not available when Standard Form 50 is issued, issue a correction action later when the information is available.
2. Follow instructions in Figure >6-4< to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equalled 6 days of service credit.

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>
13	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
14	A relocation bonus not described in Rule >15<		816	Relocation Bonus		
15	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay				ZTY	P.L. 101-509, Sec. 407
16	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
17		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
18		Not Rule >16 or 17<			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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Table 30-B. Remarks Required for Retirement Actions (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee’s total salary includes a retention allowance			P78
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Reserved			
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63

NOTES:

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

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