Chapter 34. Topic Index

All references below are chapters in **The Guide to Processing Personnel Actions**, except where otherwise indicated.

TOPIC	REFERENCE
ACADEMIC DISCIPLINE	**See Instructional Program**
ADVERSE ACTIONS (how to document)	
reductions in grade (also called change to lower grade)	14
separations	31
suspensions	15
AGENCY CODE	
when and how to record on Standard Form 52/Standard Form 50	4
how to process a change in	28
definitions of codes	**The Guide to Personnel Data Standards**
ANNUITANT INDICATOR	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
how to process a change in	28
APPOINTMENTSXhow to document on Standard Form 52/Standard Form 50	
Career	9
Career-conditional	9
Critical hiring need	11
Emergency	10
Excepted Service	11
Indefinite	11
Nonstatus in the competitive service	10
NTE (not-to-exceed)	10, 11 and 13
Overseas Limited	10
Provisional	
in the competitive service	10
in the excepted service	11
in the Senior Executive Service	13
Retirees	3
Student Educational Employment Program	11
Temporary in the competitive service	10
Temporary in the excepted service	11
Term	10

TOPIC	REFERENCE
APPOINTMENTS (continued)	
Schedule A	11
Schedule B	11
Schedule C	11
Senior Executive Service (SES)	13
Status Quo	10
Veterans Recruitment Appointment (VRA)	11
Administratively Uncontrollable Overtime (AUO)	
actions to grant or change	17
AUTHORITY/AUTHORITY CODE	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
AVAILABILITY PAY	
actions to grant or terminate	17
AWARDS	29
BARGAINING UNIT STATUS (BUS)	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**Union Recognition in the Federal Government**, published by the Office of Personnel Management
how to process a change in	28
BONUSES	29
CANCELLATIONS OF PERSONNEL ACTIONS	3 and 32
CAREER/CAREER CONDITIONAL APPOINTMENTS	9
CHANGES TO or IN	
Data element	28
Duty station	23
Federal Employees Group Life Insurance (FEGLI)	22
Hours of work	24
Lower grade, >level or band<	14
Name	20
Pay	17
Position	14
Service Computation Date (SCD)	6

TOPIC	REFERENCE
CHANGES TO or IN (continued)	
Step	17
Tenure Group	26
Veterans' preference	7
Work schedule	24
CITIZENSHIP	
definitions of codes	**The Guide to Personnel Data Standards**
when and how to record on Standard Form 52	4
CODES	
explanation of codes used for nature of action, legal authority, and remarks	1
definitions	**The Guide to Personnel Data Standards**
instructions for use in processing actions	See chapter covering action being processed.
CONCURRENT APPOINTMENTS	
how to document	4
CONTINUANCE NTE (NOT-TO-EXCEED)	19
CONVERSION (TO APPOINTMENT) ACTIONS	
Career appointment	9
Career-conditional appointment	9
Nonstatus competitive service appointment	10
Excepted service appointment	11
Temporary Appointment	10-13
Senior Executive Service (SES)	13
COOPERATIVE EDUCATION (CO-OP) APPOINTMENTS (see STUDENT EDUCATIONALEMPLOYMENT PROGRAM)	
CORRECTIONS	32
CREDITABLE MILITARY SERVICE	
how to compute	6
how to document	28
CREDITABLE SERVICEXhow to determine for leave accrual	6
DATA ELEMENTS	
actions to record changes in or to	28
when and how to record on Standard Form 52/Standard Form 50	4
explanation of (definitions of) codes	**The Guide to Personnel Data Standards**

TOPIC	REFERENCE
DATE OF BIRTH	
when and how to record on Standard Form 52/Standard Form 50/list of forms of notice	4
DEATHS	
how to document	31
actions to take when employee dies	31
DECISION LOGIC TABLE (DLT) (how to use)	1
DEFINITIONS	
of terms used in this **Guide** and in processing personnel actions	35
of codes used in Standard Form 50	**The Guide to Personnel Data Standards**
DEMOTIONS (see ADVERSE ACTIONS, REDUCTION IN GRADE)	
DETAILS	
when to use a Standard Form 52 to document a detail	14
DISTRIBUTION OF STANDARD FORM 50	See instructions in chapter for action being processed.
DIVERSITY PROGRAMS	
competitive service appointment based on person's disability	10
excepted service appointment based on person's disability	11
Veterans Recruitment Appointment (VRA)	11
DUTY STATION	
when and how to record on Standard Form 52/Standard Form 50	4
how to process change in	23
EDUCATIONAL LEVEL (ED. LEVEL)	
definitions of codes	**The Guide to Personnel Data Standards**
when and how to record on Standard Form 52	4
EFFECTIVE DATE	
when and how to record on Standard Form 52/Standard Form 50	4
policy on setting effective dates	3
EMPLOYING DEPARTMENT OR AGENCY	
when and how to record on Standard Form 52/Standard Form 50	4
EMPLOYING OFFICE, NAME AND LOCATION OF	
when and how to record on Standard Form 52/Standard Form 50	4
EXCEPTED SERVICE APPOINTMENTS	11

TOPIC	REFERENCE
EXCEPTIONS TO REDUCTION IN FORCE RELEASE	18
EXTENSION OF TEMPORARY ACTIONS	
Appointments	
in the competitive service	10
in the excepted service	11
in the Senior Executive Service (SES)	13
Furlough Not To Exceed (NTE)	15
Leave Without Pay (LWOP) NTE	15
Position Change NTE	14
Promotion NTE	14
FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHBP)	
how to determine eligibility for health benefits	**The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)	
how to determine eligibility for FEGLI	**Federal Employees Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices**
how to process change in	22
election of Living Benefit, how to document	22
Fair Labor Standards Act (FLSA) EXEMPTION STATUS	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
how to process a change in	28
FROZEN SERVICE	
how to compute	6
how to document	28
FUNCTIONAL CLASSIFICATION OF SCIENTISTS AND ENGINEERS	
definitions	**The Guide to Personnel Data Standards**
when and how to record on Standard Form 52	4
FURLOUGH	
how to document on Standard Form 50	15
definitions	15 and 35
GLOSSARY	35
GRADE	
when and how to record on Standard Form 52/Standard Form 50	4

TOPIC	REFERENCE
GRADE (continued)	
definitions of codes	The Guide to Personnel Data Standards
GRADE RETENTION	
how to document actions that result in grade retention	14
how to document actions that record termination of grade retention	17
how to record position title, series, grade, step and salary on Standard Form 52/ Standard Form 50 when employee is entitled to grade retention	4
HANDICAP CODE (REPORTABLE HANDICAP)	
definitions of codes	The Guide to Personnel Data Standards
when and how to report to the Central Personnel Data File	The Guide to Central Personnel Data File Reporting Requirements
HANDICAPPED, PROGRAMS FOR THE (see DIVERSITY PROGRAMS)	
HEALTH BENEFITS (see FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM)	
HOURS OF DUTY/WORK	
how to record on Standard Form 52/Standard Form 50	4
how to process change in	24
ILLEGAL APPOINTMENTS	
policy on cancellations and retroactive personnel actions	3
INSTRUCTIONAL PROGRAM	
definitions of codes	The Guide to Personnel Data Standards
when and how to record on Standard Form 52	4
INTERIM RELIEF	
actions to effect	32
INTRODUCTION (TO THE GUIDE)	1
JOB AIDS	
getting ready to process personnel actions	1
instructions for processing personnel actions:	
Appointments in the Competitive Service	9
Appointments in the Excepted Service	11
Change in Duty Station	23
Instructions for Processing Personnel Actions	1
List Forms of Notice to Document Actions for Realignment and Mass Transfer	21
Nonstatus Appointments in the Competitive Service	10
Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details	14
Pay and Step Changes	17

TOPIC	REFERENCE
JOB AIDS (continued)	
how to use a decision logic table	1
sample notice that name of organization has changed	21
when to process a promotion, change to lower grade, reassignment, position change or detail	14
LEVEL (see GRADE)	
LIST FORMS OF NOTICE	
use of list form in lieu of Standard Form 50	4
contents/format of	4
LOCALITY PAYMENT	17
LOCATION CODE	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	Listed in the duty station file that is electronically issued by the Office of Personnel Management
LEAVE WITHOUT PAY (LWOP)	
how to process action to place employee on	15
effect of LWOP on service dates and benefits	15 and 16
how to return employee to duty from LWOP	16
MASS TRANSFER	21
NAME CHANGE	20
NAME, EMPLOYEE	
policy on use of name on employee records	4
when and how to record on Standard Form 52/Standard Form 50	4
NATURE OF ACTION (NOA) and NATURE OF ACTION CODE (NOAC)	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
NONDUTY STATUS	
how to document on Standard Form 50	
Furlough	15
Leave Without Pay (LWOP)	15
Sabbatical for Employee	15
Suspension	15
effect on service dates and benefits	15 and 16
return to duty from	16

TOPIC	REFERENCE
NONDUTY STATUS (continued)	
effect on service computation date (SCD)	6
how to recompute SCD after nonpay status	6
NONSTATUS APPOINTMENTS IN THE COMPETITIVE SERVICE	10
NOTIFICATION OF PERSONNEL ACTION (Standard Form 50)	4
OCCUPATIONAL CODE	
when and how to record on Standard Form 52/Standard Form 50	4
how to process change in definitions of codes	28
definitions of codes	**The Guide to Personnel Data Standards**
OFFICIAL PERSONNEL FOLDER (OPF) - >inclusive of an approved electronic equivalent of the same (i.e., eOPF)<	
establishment of	**The Guide to Personnel Recordkeeping**
disposition of when employee retires	30 and **The Guide to Personnel Recordkeeping**
disposition of when employee separates by other than retirement	31 and **The Guide to Personnel Recordkeeping**
ORGANIZATION OF THE GUIDE TO PROCESSING PERSONNEL ACTIONS	1
OVERSEAS EMPLOYMENT	
Overseas appointments	10
Appointment based on service overseas while a family member of a civilian, Nonappropriated Fund Instrumentality (NAFI), or uniformed service member who is serving overseas Career-conditional	9
Temporary	10
PAY ADJUSTMENTS	17
PAY BASIS	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
PAY PLAN	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
PAY RATE DETERMINANT (PRD)	
when and how to record on Standard Form 52/Standard Form 50	4

TOPIC	REFERENCE
PAY RATE DETERMINANT (PRD) (continued)	
definitions of codes	**The Guide to Personnel Data Standards**
how to process a change in	28
PERSONNEL OFFICE IDENTIFIER (POI)	
how to record on Standard Form 52/Standard Form 50	4
how to process a change in	28
POSITION CHANGE ACTIONS	14
POSITION OCCUPIED	
when and how to record on Standard Form 52/Standard Form 50	4
how to process a change in	28
definitions of codes	4 and **The Guide to Personnel Data Standards**
POSITION TITLE	
when and how to record on Standard Form 52/Standard Form 50	4
PREFERENCE (see VETERANS' PREFERENCE)	
PROMOTIONS	14
PREVIOUS RETIREMENT COVERAGE	
how to document	28
PROVISIONAL APPOINTMENTS	10, 11, and 13
QUALITY (STEP) INCREASES	17
RACE AND >ETHNICITY<	
when and how to report to the Central Personnel Data File	**The Guide to Central Personnel Data File Reporting Requirements**
definitions of codes	**The Guide to Personnel Data Standards**
RATE (see STEP)	17
REALIGNMENTS	21
REASSIGNMENTS	14
REDUCTION IN FORCE ACTIONS (see RIF ACTIONS)	14
REEMPLOYED ANNUITANTS, APPOINTMENTS OF	3

TOPIC	REFERENCE
REFERENCE MATERIALS NEEDED WITH THE GUIDE TO PROCESSING PERSONNEL ACTIONS	1
REINSTATEMENT	
to Career appointment	9
to Career-conditional appointment	9
to Temporary appointment based on eligibility	10
REMARKS ON STANDARD FORM 50	
agency findings	30 and 31
explanation of remarks codes	1
when and how to record on Standard Form 52/Standard Form 50	4
selection of remarks	See chapter covering action being processed.
REMOVALS	31
REQUEST FOR PERSONNEL ACTION (Standard Form 52)	4
REPLACEMENT ACTIONS	
(actions to replace the ones that have been canceled)	3 and 32
REPORTABLE HANDICAP (see HANDICAP CODE)	
RESIGNATIONS	31
RESTORATION	
to Career appointment.	9
to Career-conditional appointment.	9
to Emergency appointment.	10
to Excepted service appointment	11
to Overseas appointment.	10
to Status Quo appointment.	10
to Temporary Appointment Pending Establishment of Register (TAPER)	10
RETENTION INCENTIVE	29
RETIREES, ACTIONS WHEN APPOINTED	3
RETIREMENT	
how to determine coverage for the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS)	**The CSRS and FERS Handbook, Chapter 10**
mandatory retirement, who is subject to	19
actions when employee retires	30
actions when employee is separated by other than retirement	31

TOPIC	REFERENCE
RETIREMENT (continued)	
when and how to record on Standard Form 52/Standard Form 50	4
how to process change in	28
definitions of codes	**The Guide to Personnel Data Standards**
RETROACTIVE PERSONNEL ACTIONS - policy on processing	3
RETURN TO DUTY ACTIONS	16
RIF ACTIONS (REDUCTION IN FORCE)	
exceptions to RIF release	18
furloughs	15
position change actions	14
reassignments	14
changes to lower grade	14
resignations	31
retirements	30
separations by RIF	31
RNO (see RACE AND NATIONAL ORIGIN CODE)	
SABBATICAL	
how to record on Standard Form 52/Standard Form 50	15
definition	15 and 35
SALARY	
when and how to record on Standard Form 52/Standard Form 50	4
SEASONAL EMPLOYEES	
how to document placement in nonpay status	15
how to document placement in pay status	16
definition	15 and 35
SELECTIVE PLACEMENT PROGRAMS (see DIVERSITY PROGRAMS)	
SENIOR EXECUTIVE SERVICE (SES)	13
SEPARATION ACTIONS	
by death	31
to move to another agency	31
by removal	31
by retirement	30
due to reduction in force (RIF)	31
due to relocation of sponsor	31
to accept employment with a non-Federal entity	31
upon entry on duty with the uniformed services	31
by termination	31
by termination during probation/trial period	31

TOPIC	REFERENCE
SEPARATION INCENTIVE	29
SERVICE COMPUTATION DATES (SCDs)	
when and how to record on Standard Form 50	4
how to compute	6
effect on SCD of time in nonpay status	6, 15 and 16
how to process change in	6
STANDARD FORM 50, NOTIFICATION OF PERSONNEL ACTION	4
STANDARD FORM 50 DATA ELEMENTS (see DATA ELEMENTS)	4
STANDARD FORM 52, REQUEST FOR PERSONNEL ACTION	4
SIGNATURES	
on Standard Form 52	4
on Standard Form 50	4
electronic signatures	3
SOCIAL SECURITY NUMBER (SSN)	
how to establish a pseudo SSN	4
when and how to record on Standard Form 52	4
STEP	
when and how to record on Standard Form 52/Standard Form 50	4
when and how to process change in	17
STEP (PAY STEP) CHANGES	17
STUDENT EDUCATIONAL EMPLOYMENT PROGRAM	
appointments	11
SUPERVISORY DIFFERENTIAL	17
SUPERVISORY STATUS	
when and how to record on Standard Form 52	4
definitions of codes	**The Guide to Personnel Data Standards**
SUSPENSION	
how to document on Standard Form 50	15
definition	15 and 35
TEMPORARY ACTIONS	
competitive service appointments	10
excepted service appointments	11
exceptions to RIF release	18

TOPIC	REFERENCE
TEMPORARY ACTIONS (continued)	
Senior Executive Service (SES) appointments	13
promotions	14
position changes	14
details	14
TERMINATIONS	31
TERMS USED IN PROCESSING PERSONNEL ACTIONS	35
TENURE (TENURE GROUP)	
when and how to record on Standard Form 52/Standard Form 50	4
how to process change in	26
definitions of tenure groups	4, 26, and **The Guide to Personnel Data Standards**
TRANSFER	
competitive service appointment based on transfer eligibility	9
veterans recruitment appointment based on transfer eligibility	11
senior executive service appointment based on transfer eligibility	13
action to separate employee who is moving to another agency (Termination-Appointment In)	31
USING THE GUIDE, INSTRUCTIONS FOR	1
VETERANS' STATUS	
when and how to record on Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
VETERANS' PREFERENCE	
when and how to record on Standard Form 5/Standard Form 50	4
definitions of codes	**The Guide to Personnel Data Standards**
how to process change in veterans= preference for reduction in force	7
VETERANS RECRUITMENT APPOINTMENT (VRA)	11
VOLUNTEER SERVICE, DOCUMENTATION OF	33
>WITHIN-RANGE INCREASE (WRI) [A GS within grade increase (WGI) is one type of WRI]<	
action to record granting of >WRI<	17
action to record denial of WGI	17
WORK SCHEDULE	
when and how to record on Standard Form 5/Standard Form 50	4
how to process change in	24
definitions of codes	4 and **The Guide to Personnel Data Standards**

TOPIC	REFERENCE
YEAR DEGREE OR CERTIFICATE ATTAINED	
definition	**The Guide to Personnel Data Standards**
when and how to record on Standard Form 52	4