
Chapter 9. Career and Career-Conditional Appointments (Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541)

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Chapter 9. Career and Career-Conditional Appointments

1. Coverage.

This chapter covers permanent appointments in the competitive service by:

- a. appointment from a civil service certificate or under a direct hire recruiting authority or special authority;
- b. conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service;
- c. transfer or movement from a permanent competitive service appointment in another agency without a break in service;
- d. reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment;
- e. exercise of restoration or reemployment rights.

2. Special Conditions.

When making permanent appointments in the competitive service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

a. Person is retired. When the person being appointed is retired from Federal civilian service, follow the guidance in

Chapter 3 (Figure 3-4), in addition to instructions in this chapter.

b. Return-to-duty on the same date. If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented.

Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 52, Request for Personnel Action (and Standard Form 50, Notification of Personnel Action), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

c. Changes to the work schedule or the number of hours. If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented.

Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in

work schedule or hours are being documented on a single Standard Form 52 (and Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.

When a return to duty and a conversion are effective on the same date as a change in

work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate personnel action documenting the nature of action, Chg in Work Schedule, or Chg in Hours action.

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service

STEP	ACTION
1	<p>Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the Standard Form 52, Request for Personnel Action.</p> <p>If a return to duty is documented on the same Standard Form 52, refer to section 2b of this chapter.</p>
2	<p>Use Table 9-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52.</p> <p>Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the Standard Form 52 as required by instructions in Chapter 4; follow your agency's procedures to get the approval signatures on the Standard Form 52.</p> <p>If the actions involve persons already employed by your agency, compare data on the Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>
6	<p>Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action; follow your agency's instructions to have the Standard Form 50 signed or authenticated.</p>
<i>Continued on next page</i>	

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service, continued

STEP	ACTION	
7	Prepare and distribute required notices:	
	If	Then
	Employee is coming from another agency with no break in service (or with a break of 3 calendar days or less)	<p>Make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the “losing” agency, requesting that employee’s Official Personnel Folder and Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the “pick-up 50”) to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.</p>
The person is being converted to a new appointment and will be serviced by a new payroll office.	Give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual’s records are maintained.	
8	Follow your agency’s instructions for distributing the copies of the Standard Form 50.	

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Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles

<i>R U L E</i>	<i>If the Appointment Is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
1	Selection from a Civil Service certificate of eligibles established under the Administrative Careers with America (ACWA) examination	Is not on your agency's rolls	Career	100	Career Appt	ACA	CS Cert No___ ACWA
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Selection from a Civil Service certificate of eligibles for a worker-trainee developmental job (see Note 2 of this table)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No___ WTO
6			Career-Conditional	101	Career-Cond Appt		
7		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles (continued)

<i>R U L E</i>	<i>If the Appointment Is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8.	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No____
10			Career-Conditional	101	Career-Cond Appt		
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		
13	The person previously was within reach on a Civil Service Certificate for career or career-conditional appointment to his or her position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	Reg. 315.703 and CS Cert No____
14			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles (continued)

<i>R U L E</i>	<i>If the Appointment Is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM Delegation Agr (no), (name of installation issuing (certificate), Cert No ____
16			Career-Conditional	101	Career-Cond Appt		
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
18			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. The following legal authorities may be cited in addition to any other authority or authorities required by this table.
 - *ZLM: Other Citation (law, E.O., or Reg.)* May be used when appropriate.
 - When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show *ABL: Bicultural/Bilingual Selective Factors*. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50).
2. A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels.

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Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And The Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes below)</i>
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	AYM, and see Notes 1-2.	Direct-Hire Authority (cite OPM authority and date)
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

- Selection under authority other than Reg. 337.201: 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 52/50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is made under the Administrative Careers With America Outstanding Scholar Program, show as the first authority (in blocks 5C-5D or 6C-6D) *AYM: Luevano Decree*; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABK: ACWA Outstanding Scholar Program*.
- Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

<u>Occupation:</u>	<u>Authority Code to be cited:</u>
Medical	BAB: GW001 (MED)
Information Technology Management	BAC: GW002 (IT)
Positions in support of the Iraqi reconstruction efforts	BAD: GW003 (Iraqi)
>Acquisition	BAE: GW004 (Acquisition) <
OPM approved single agency authority	BYO: OPM Approved Single Agy Auth
- ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block of the SF-52/50.

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement**>(including reinstatement from agency's Reemployment Priority List)<****(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (see Note 2 of this table)	130	Transfer	KTM	>Cite specific authority for action (i.e., Reg. 315.501, or an agency specific authority)<
2			To a higher grade (see Note 2 of this table)			KVM	>Cite specific authority for action (i.e., Reg. 315.501 Prom, or an agency specific authority)<
3			To a lower grade (see Note 2 of this table)			KXM	>Cite specific authority for action (i.e., Reg. 315.501 CLG, or an agency specific authority)<

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority) (Continued)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
4	Transfer under 5 CFR 330.707, the Interagency Career Transition Assistance Plan		To the same grade or to a position in a different pay plan	130	Transfer	ABS	Reg. 330.707
5			To a lower grade (see Note 2 of this table)			ABT	Reg. 330.707 CLG
6			Transfer under 5 CFR 330.608, the Agency Career Transition Assistance Plan			ABR	Reg. 330.608
7			Transfer of an Administrative Law Judge from one agency to another			SZT	Reg. 930.206
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	>Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)<
9			Career-Conditional	141	Reins-Career-Cond		
10		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
11			Career-Conditional	541	Conv to Reins-Career-Cond		

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority) (Continued)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
12	Reinstatement from your agency's Reemployment Priority List	Is not on your agency's rolls,	Career	140	Reins-Career	NUM	Reg. 330.207
13			Career-Conditional	141	Reins-Career-Cond		
14		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
15			Career-Conditional	541	Conv to Reins-Career-Cond		
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of unacceptable performance during the SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a), and >Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)<
17			Career-Conditional	541	Conv to Reins-Career-Cond		
18		Is moved out of the SES because of less than fully successful performance following the SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1), and >Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)<
19			Career-Conditional	541	Conv to Reins-Career-Cond		

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority) (Continued)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
20	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT and KQM	5 U.S.C. 3594(b)(2), and >Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)<
21			Career-Conditional	541	Conv to Reins-Career-Cond		
22		Is moved out of the SES because of failure to be recertified	Career	540	Conv to Reins-Career	VCW and KQM	5 U.S.C. 3594(b)(3), and >Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)<
23			Career-Conditional	541	Conv to Reins-Career-Cond		
24	Reinstatement of a former Administrative Law Judge who has served with absolute status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	Reg. 930.207
25	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	Conv to Reins-Career	KQM and ZLM	>Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority),< and (Cite specific authority that brought the position into the competitive service)
26			Career-Conditional	541	Conv to Reins-Career Cond		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
 >(including reinstatement from agency's Reemployment Priority List)<
 (Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on the rolls of your agency	Career	140	Reins-Career	KQM and ZLM	>Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority),< and (Cite specific authority that brought the position into the competitive service)
28			Career-Conditional	141	Reins-Career-Cond		
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not already on the rolls of your agency	Career	140	Reins-Career	ABS	Reg. 330.707
30			Career-Conditional	141	Reins-Career-Cond		
31		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
32			Career-Conditional	541	Conv to Reins-Career-Cond		
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not already on the rolls of your agency	Career	140	Reins-Career	ABR	Reg. 330.608
34			Career-Conditional	141	Reins-Career-Cond		
35		Is on the rolls of your agency	Career	540	Conv to Reins-Career		
36			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
37	Reinstatement under an authority not covered under Rules 8 - 36	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)
38			Career-Conditional	141	Reins-Career-Cond		
39		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
40			Career-Conditional	541	Conv to Reins-Career Cond		

NOTES:

1. *ZLM: Other Citation (Law, E.O., 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.
2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade.

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	CS Rule 6.7--FAA Agr
2			Career-Conditional	101	Career-Cond Appt		
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not employed by your agency	Career	100	Career Appt	K1M	Reg. 315.601
4			Career-Conditional	101	Career-Cond Appt		
5		Is already employed by your agency	Career	500	Conv to Career Appt		
6			Career-Conditional	501	Conv to Career-Cond Appt		
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	CS Rule 6.7--NRC Agr
8			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	CS Rule 6.7-TVA Agr
10			Career-Conditional	101	Career-Cond Appt		
11		Is being converted to another appointment in your agency within one year following involuntary separation from the TVA without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7–VA Agr
14			Career-Conditional	101	Career-Cond Appt		
15		Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt		
16			Career-Conditional	501	Conv to Career-Cond Appt		
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt		
18			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr
20			Career-Conditional	501	Conv to Career-Cond Appt		
21	Service under the >Defense Civilian Intelligence Personnel System (DCIPS)<	Is moving from the >DCIPS< without a break in service to an appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7—>DCIPS< Agr
22			Career-Conditional	101	Career-Cond Appt		
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the >DCIPS< without personal cause (see Note 2 of this table)	Career	500	Conv to Career Appt		
24			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
25	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the General Accounting Office	Is not employed by your agency	Career	100	Career Appt	ZQM	31 U.S.C. 732(g)
26			Career-Conditional	101	Career-Cond Appt		
27		Is already employed by your agency	Career	500	Conv to Career Appt		
28			Career-Conditional	501	Conv to Career-Cond Appt		
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not employed by your agency	Career	100	Career Appt	ZTU	28 U.S.C. 602
30			Career-Conditional	101	Career-Cond Appt		
31		Is already employed by your agency	Career	500	Conv to Career Appt		
32			Career-Conditional	501	Conv to Career-Cond Appt		
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr
34			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr
36			Career-Conditional	501	Conv to Career-Cond Appt		
37	Service with >the Corporation for National and Community Service (CNCS)<	Is moving from >the other merit system without a break in service after completing at least 1 year of continuous nontemporary (i.e., general) service, or is being reappointed within one year following involuntary separation without personal cause.<	Career	100	Career Appt	>BNZ<	CS Rule 6.7 – >CNCS Agr<
38			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (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 Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
>39<	Service with International Boundary Water Commission	Is moving from the IBWC personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	CS Rule 6.7 – IBWC Agr
>40<			Career-Conditional	101	Career-Cond Appt		
>41<			Career	500	Conv to Career Appt		
>42<		Is being converted to another appointment within your agency within one year following involuntary separation from IBWC without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., 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.
2. Rules 23 and 24 will apply when a former Defense Civilian Intelligence Personnel System (DCIPS) employee is employed in your agency after an involuntary separation without personal cause from DCIPS and then is converted to career or career-conditional appointment within one year of the DCIPS separation.

>Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i> <i>If Selection is Based on</i>	<i>B</i> <i>And the Person</i>	<i>C</i> <i>And the Appointment is</i>	<i>D</i> <i>Then Nature of Action Code is</i>	<i>E</i> <i>Nature of Action is</i>	<i>F</i> <i>Authority Code is</i>	<i>G</i> <i>Authority is (See Note 1 of this table)</i>
43	Service with DHS, Transportation Security Administration (TSA)	Is moving from the TSA personnel system without a break in service after completing at least 1 year of continuous service under a permanent appointment , or is being reappointed within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	100	Career Appt	BNY	Rule 6.7 – DHS/TSA Agr<
44	Career- Conditional		101	Career-Cond Appt			
45	Is being converted to a permanent appointment in DHS from the TSA personnel system after completing at least 1 year of continuous service under a permanent appointment, or is being converted to a permanent appointment in another agency within 1 year following involuntary separation from TSA without personal cause after completing at least 1 year of continuous service under a permanent appointment	Career	500	Conv to Career Appt			
46		Career- Conditional	501	Conv to Career-Cond Appt			

Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service

<i>R U L E</i>	<i>If the Appointment Is Based On</i>	<i>And The Person</i>	<i>And The Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
1	Service in a position that was brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	Reg. 315.603(a)(1)
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Service in a position that was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	Reg. 315.603(a)(2)
6			Career-Conditional	101	Career-Cond Appt		
7		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-E. Career Conditional and Career Appointment Based on Service in a Position Brought into the Competitive Service (Continued)

<i>R U L E</i>	<i>If the Appointment Is Based On</i>	<i>And The Person</i>	<i>And The Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
9	Service in a position that was brought into the competitive service before the employee's separation for compensable injury or during the period of statutory restoration rights following such an injury	Is not on your agency's rolls	Career	100	Career Appt	K8M	Reg. 315.603(a)(3)
10			Career-Conditional	101	Career-Cond Appt		
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		
13	The employee's position having been brought into the competitive service under conditions not covered in Rules 1-12 (see Note 4 of this table)	Is already on the rolls of your agency and does not meet requirements for reinstatement (see Note 3 of this table)	Career	500	Conv to Career Appt	LLM	Reg. 315.701
14			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., 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.
2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite *BWM: OPM Delegation Agr* following the authorities required by this table and *ZLM*, if used.
3. When the reinstatement authority is cited, go to Table 9-C instead.
4. When a position in public or private enterprise is initially taken over by the Federal government, see instructions for Appointment—Status Quo in Chapter 10.

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 (“rare bird” type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702
2			Career-Conditional	501	Conv to Career-Cond Appt		
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.		Career	500	Conv to Career Appt	LBM	Reg. 315.604
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Employee completing at least three years of continuous service under a temporary appointment pending establishment of a register (TAPER), an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg. 315.704
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more		Career-Conditional	501	Conv to Career-Cond Appt	LZM	Reg. 315.707
7							

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (continued)

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
8	Person serving a term appointment under EO 12015	Is not already on your rolls	Career-Conditional	101	Career-Cond Appt	ZJM	EO 12015
9			Career	100	Career Appt		
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career- Cond Appt		
11			Career	500	Conv to Career Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., 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.

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	Reg. 315.602
2			Career-Conditional	101	Career-Cond Appt		
3	Service in certain appointments in the Postal Service or Postal Rate Commission		Career	100	Career Appt	V8L	39 U.S.C. 1006
4			Career-Conditional	101	Career-Cond Appt		
5	Possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 U.S.C. 3325
6		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
7	Possession of special qualifications in a professional or scientific field for a position authorized under an authority other than 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite the law, E.O., or Reg. that authorizes the appointment)
8			Career-Conditional	101	Career-Cond Appt		
9		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
10			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
11	Correction of an administrative error or oversight in not recommending an employee for benefits under Executive Order 10880, 10080, 10157, or 10577	Is not on your agency's rolls	Career	100	Career Appt	ZGM	E.O. 10826
12			Career-Conditional	101	Career-Cond Appt		
13		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
14			Career-Conditional	501	Conv to Career-Cond Appt		
15	Service under an excepted appointment as a Secret Service agent when the provisions of Executive Order 11203 are met		Career	500	Conv to Career Appt	ZGY	E.O. 11203
16	Eligibility for a status appointment under an Executive Order not covered in Rules 11-15 above	Is not on your agency's rolls	Career	100	Career Appt	ZLM	E.O. (Cite the number of the Executive Order that authorizes the appointment)
17			Career-Conditional	101	Career-Cond Appt		
18		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
19			Career-Conditional	501	Conv to Career-Cond Appt		
20	Service on a Veterans Recruitment Appointment	Has completed two years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	LYM	Reg. 315.705
21			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
22	Reserved						
23							
24							
25							
26	Service as a Fellow under the Presidential Management Fellows Program	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708 (See Note 3 of this table)
27			Career-Conditional	101	Career-Cond Appt		
28		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
29			Career-Conditional	501	Conv to Career- Cond Appt		
30	Conversion of an appointment which was made under Schedule A, Sec. 213.3102>(u)<	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
31			Career-Conditional	501	Conv to Career- Cond Appt		
32	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
33			Career-Conditional	101	Career-Cond Appt		
34		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
35			Career-Conditional	501	Conv to Career- Cond Appt		

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

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

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
45	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	E.O. 12721
46		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		
47	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg. 315.609
48			Career-Conditional	101	Career-Cond Appt		
49		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
50			Career-Conditional	501	Conv to Career-Cond Appt		
51	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	Reg. 315.610
52			Career-Conditional	101	Career-Cond Appt		
53		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt		
54			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
55	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L2K	Reg. 315.711
56			Career-Conditional	501	Conv to Career- Cond Appt		
57	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106- 117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117, Sec. 511
58			Career-Conditional	101	Career-Cond Appt		
59		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
60			Career-Conditional	501	Conv to Career- Cond Appt		
61	>Service under the Federal Career Intern Program	Is not on your agency's rolls	Career	100	Career Appt	LYP	Reg. 315.712<
62			Career-Conditional	101	Career-Cond Appt		
63		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
64			Career-Conditional	501	Conv to Career- Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority is (See Note 1 of this table)</i>
65	Service under the Student Career Experience Program of the Student Educational Employment Program	Is not on your agency's rolls	Career	100	Career Appt	ZJM	E.O. 12015
66			Career-Conditional	101	Career-Cond Appt		
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
68			Career-Conditional	501	Conv to Career-Cond Appt		
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2 of this table)
70			Career-Conditional	101	Career-Cond Appt		
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
72			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., 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.
2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."
3. Upon successful completion of the Program, a Fellow or Sr. Fellow >initially appointed to a permanent position in an agency excepted from the competitive service may be appointed subsequently to a full-time permanent position in the competitive service without further competition one time only.<

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights

<i>R U L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
1	Return from uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	Career	100	Career Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
2			Career-Conditional	101	Career-Cond Appt		
3	Merit Systems Protection Board (MSPB) directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3 of this table)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive- US and (Cite authority for appointment held prior to separation upon which restoration is based)
4			Career-Conditional	101	Career-Cond Appt		
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
6			Career-Conditional	101	Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

<i>R U L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (see Note 3 of this table)		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive- Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
8			Career- Conditional	101	Career-Cond Appt		
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
10			Career-Conditional	101	Career-Cond Appt		
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.204 and (Cite authority for appointment held prior to separation upon which reemployment is based)
12			Career-Conditional	101	Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

<i>R U L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.311 and (Cite authority for appointment held prior to separation upon which reemployment is based)
14			Career-Conditional	101	Career-Cond Appt		
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.507 and (Cite authority for appointment held prior to separation upon which reemployment is based)
16			Career-Conditional	101	Career-Cond Appt		
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
18			Career-Conditional	501	Conv to Career-Cond Appt		
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite 22 U.S.C. 2385(d)) and (Cite authority for appointment held prior to separation upon which reemployment is based)
20			Career-Conditional	101	Career-Cond Appt		
21		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
22			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (Continued)

<i>R U L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	Reg. 352.803
24			Career-Conditional	101	Career-Cond Appt		
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
26			Career-Conditional	101	Career-Cond Appt		

NOTES:

1. Legal authority, *ZLM: Other Citation (law, E.O., or Reg.)*, may be cited in addition to any other authority or authorities required by this table.
2. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete an appointment affidavit, Standard Form 61, Appointment Affidavit.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, >level, or band).<
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
8	Appointment is career	Employee has completed the service requirement for career tenure	T07	Completed service requirement for career tenure from (date) to (date).
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.
10	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.
11		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.
12		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
13	Action is conversion to career appointment from a temporary appointment pending establishment of a register (TAPER) under 5 CFR 315.704	Conversion is processed retroactively because of error or oversight	T30	Reason for retroactive action:

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
14	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.
16	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 3 of this table)
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion or merit staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
18	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed).
19	Action is a transfer or reinstatement	Agency modified OPM qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
20	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.
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to reduction in force release	Their retention has been documented with a 755/ Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
22	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 6 of this table)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).
23	Employee is on the rolls of another agency in a nonpay status (see Note 6 of this table)		M33	On nonpay status in (agency).
24	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).
25	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.
26	Employee is converted from a Senior Executive Service (SES) appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
27	Employee declined conversion to a Senior Executive Service(SES) appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
28	Appointment is at salary rate above minimum rate of the grade		P04	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
29	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.
30	Employee is appointed to or converted to a supervisory General Schedule (GS) 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 \$_____.
31	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, level, or band; rate).
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50, Notification of Personnel Action, is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	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.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in- force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 4 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
40			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 4 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
41	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
42			X49	Change to lower grade, >level, or band< is for personal cause.
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed	Employee's salary is 150% of the maximum rate of the grade to which assigned	X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363		X41	Salary is 150% of maximum rate of grade to which assigned.
45				
46	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, >level, or band< is for personal cause.
47			X42	Pay retention entitlement is terminated.
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
***	***		***	***

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	Reserved			
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
53	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. Standard Form 3109 provided to employee.
54	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
55	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
56		Rule 55 does not apply	M45	Employee is automatically covered under FERS.
57	Employee has elected to retain coverage under a retirement system for non-appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
60	Reserved			
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	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.
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	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 Standard Form 50. However, Basic Life insurance coverage is always at least \$10,000.
64	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
68	Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
69	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	A17	As a reemployed annuitant, you serve at the will of the appointing officer.
70			P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
71			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 7 of this table)

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
72	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 8 of this table)
73	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<
74	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable "from" and "to" dates). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<

NOTES:

1. Reserved.
2. Reserved
3. Be sure to attach to the employee copy of the Standard Form 50, Notification of Personnel Action, and a copy of the employment or working agreement.
4. Use this remark in addition to those required by Rules 36-38.
5. Reserved.
6. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
7. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
8. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.