

# U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

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Washington, DC 20415

August 6, 2006

## The Guide to Processing Personnel Actions

Update 45

### **\*\*\* NOTICE \*\*\***

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://www.opm.gov/feddata/persdoc.htm)). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. As we previously advised in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. Unless a specific effective date is noted directly within the tables of the Summary of Changes, the effective date of actions shown in the Summary of Changes is the date shown at the top of this page.

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**Distribution:** Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

**Inquiries:** For inquiries about information in this Update, Human Resources personnel should contact the Division for Strategic Human Resources Policy, Deputy Associate Director – Center for HR Systems Requirements & Strategies, Personnel Systems Group by email at [owi@opm.gov](mailto:owi@opm.gov).

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-3 thru 1-4	Update 43 July 25, 2004	1-3 thru 1-4	1) Updates reference from “Recruitment Bonus” to “Recruitment Incentive”. 2) Updates reference from “Relocation Bonus” to “Relocation Incentive”.
4-3 thru 4-4	Update 41 April 6, 2003	4-3 thru 4-4	1) Updates reference from “Recruitment Bonus” to “Recruitment Incentive”. 2) Updates reference from “Relocation Bonus” to “Relocation Incentive”.
4-17 thru 4-18	Update 43 July 25, 2004	4-17 thru 4-18	Deletes reference to “Senior Executive Service Rank Award” and Senior Career Employee Rank Award” as the terminology for both actions has been changed to “Presidential Rank Award” effective April 30, 2006.
4-21 thru 4-30	Various	4-21 thru 4-30	1) Deletes reference to “Senior Executive Service Rank Award” and Senior Career Employee Rank Award” on pages 4-22 thru 4-29 as the terminology for both actions has been changed to “Presidential Rank Award” effective April 30, 2006. Accordingly, the translation for Nature of Action Code (NOAC) 878 is revised to “Presidential Rank Award” and NOAC 849 is abolished effective April 30, 2006. 2) Deletes asterisks in Block 11 under “How to Complete” for items “a” and “b” and adjust remaining items accordingly thereby deleting reference to “c” and “d” on page 4-23. 3) Updates “How to Complete” column for Block 12A on page 4-24 effective as of the first quarter of FY 2006 (no earlier than September 1, 2005 to no later than January 1, 2006).

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-21 thru 4-30	Various	4-21 thru 4-30	<p>4) Updates “How to Complete” column for Blocks 12B and 12C on page 4-25 effective as of the first quarter of FY 2006 (no earlier than September 1, 2005 to no later than January 1, 2006).</p> <p>5) Deletes reference to retention allowance in instructions for “How to Complete” Block 12D.</p> <p>6) Deletes asterisks in Block 19 under “How to Complete” for items “a” and “b” and adjust remaining items accordingly thereby deleting “d” and “e” on page 4-27.</p> <p>7) Deletes reference to “except for persons described in b above” from Block 19, item “c” under “How to Complete” on page 4-27 as it is no longer applicable.</p> <p>8) Updates “How to Complete” column for Block 20A, 20B, and 20C on page 4-29 effective as of the first quarter of FY 2006 (no earlier than September 1, 2005 to no later than January 1, 2006).</p> <p>9) Deletes reference to retention allowance in instructions for “How to Complete” Block 20D.</p>
4-45 thru 4-46	Update 41 April 6, 2003	4-45 thru 4-46	Corrects reference from section “5” to section “6”.
4-55 thru 4-58	Various	4-55 thru 4-58	<p>1) Revises text in rules 2 thru 4 of Table 4-C under column entitled “If the Employee” to include reference to special pay supplement, and retain well qualified individuals.</p> <p>2) Adds reference to Note 3 in rules 2 thru 9, 11, and 12 of Table 4-C.</p> <p>3) Updates regulatory citations in rules 14 thru 18 of Table 4-C.</p> <p>4) Revises order of reference to OPM and OMB in rule 21 of Table 4-C.</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-55 thru 4-58	Various	4-55 thru 4-58	<p>5) Deletes portion of text in rule 23, column 3, in Table 4-C; and adds new text to column 4 referencing that employee is not under the General Schedule.</p> <p>6) Deletes pay rate determinant M and rule 26 in Table 4-C which previously referenced interim geographic area or law enforcement officer pay area effective as of July 8, 2005.</p> <p>7) Adds new Notes 3 at end of Table 4-C.</p>
6-1 thru 6-4	Various	6-1 thru 6-4	<p>1) Revises title of Table 6-1 as shown in “Contents” on page 6-1.</p> <p>2) Updates section 1-2 on page 6-3 effective as of 10/30/04 to include reference that employees subject to sections 5376 or 5383 of title 5, U.S. Code, or a pay system equivalent to these sections as determined by OPM accrue 8 hours of annual leave per pay period pursuant to section 6303(f), title 5, U.S. Code.</p> <p>3) Updates section 1-4 on page 6-4 to include reference to service creditable under Section 6303(e), title 5, U.S. Code.</p>
6-7 thru 6-10	Update 36 December 31, 2000	6-7 thru 6-10	<p>1) Clarifies Section 1-6(c) on page 6-7 to reference that verification of active duty uniformed service is the responsibility of the branch of the uniformed service in which the individual served, and that such is generally verified on the DD 214 and SF 813.</p> <p>2) Updates mailing address for the National Personnel Records Center in section 1-6(c)(2) on page 6-7</p> <p>3) Revises section 1-6(c)(3) on page 6-7 to include reference that retiree must list exact dates of participation in the campaign area on the SF-813.</p>

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
6-7 thru 6-10	Update 36 December 31, 2000	6-7 thru 6-10	<p>4) Updates section 1-7(a) on page 6-8 to include a reference to new section “g” and, adds new reference describing service under section 6303(e) of title 5, U.S. Code, as amended by the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004) which is shown in new section “h”.</p> <p>5) Adds new section “g” on page 6-9 referencing “Certain Government Service Performed Abroad” per Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003 which is creditable towards the SCD-Leave.</p> <p>6) Adds new section “h” on pages 6-9 thru 6-10 referencing “Prior Non-Federal Service or Active Duty Uniformed Service That Otherwise Would Not Be Creditable Towards the SCD-Leave” per section 6303(e) of title 5, U.S. Code, as amended by the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004).</p> <p>7) Deletes reference on Page 6-9 that page 6-10 is blank.</p>
6-27 thru 6-28	Update 32 September 26, 1999	6-27 thru 6-28	<p>1) Modifies title of Table 6-1.</p> <p>2) Adds new rule 5 to Table 6-1 referencing the use of new remark code B73 for actions subject to Section 6303(e) of title 5, United States Code.</p> <p>3) Adds new rule 6 to Table 6-1 referencing the use of new remark code B74 and existing remark code M39 for actions subject to Section 6303(e) of title 5, United States Code.</p>

The Guide to Processing Personnel Actions (6)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-13 thru 9-19	Update 42 September 7, 2003	9-13 thru 9-20	<p>1) Adds a reference on Page 9-13 to new legal authority code BAE, for use with direct hire/acquisition positions, effective August 4, 2005.</p> <p>2) Revises translation for legal authority codes KTM, KVM, KXM and KQM in Table 9-C effective as of April 30, 2006.</p> <p>3) Adds missing text to title of Table 9-C on Pages 9-15 and 9-19 so that title as revised is consistent with title as shown on other pages in the Table.</p> <p>4) Reformatted pages in Table 9-C, and deleted reference at bottom of page 9-19 that page 9-20 is blank.</p>
9-26 thru 9-27	Update 44 December 26, 2004	9-26 thru 9-28	<p>1) Deletes reference to service with DHS Federal Air Marshals Service (FAMS) in rules 37-40 as the Interchange Agreement has expired and FAMS authority has been absorbed into TSA authority; accordingly, legal authority BNT is abolished effective January 22, 2005.</p> <p>2) Adds reference to service with the Corporation for National Community Service (CNCS) in rules 37 and 38 per Interchange Agreement effective as of July 29, 2005, and, accordingly, establishes new legal authority BNZ which is translated as “CS Rule 6.7 – CNCS Agr”, and renumbers remaining rules accordingly.</p>

## The Guide to Processing Personnel Actions (7)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-26 thru 9-27	Update 44 December 26, 2004	9-26 thru 9-28	3) Adds new page 9-28, rules 43 thru 46 which documents service with DHS, Transportation Security Administration per Interchange Agreement effective as of February 1, 2005, and, accordingly, establishes new legal authority code BNY which is translated as “Rule 6.7 – DHS/TSA Agr”. 4) Deletes reference at the bottom of page 9-27 that page 9-28 is blank.
9-45 thru 9-46	Update 43 July 25, 2004	9-45 thru 9-46	Revises text of remark code K20 in Table 9-I.
9-49 thru 9-52	Update 43 July 25, 2004	9-49 thru 9-52	1) Revises text of remark codes P01 and X49 in Table 9-I. 2) Deletes rule 49 from Table 9-I referencing remark P70 which is abolished.
9-55 thru 9-55	Update 43 July 25, 2004	9-55 thru 9-55	1) Adds new rule 73 to Table 9-I explaining use of new remark code B73 when employee is receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code. 2) Adds new rule 74 to Table 9-I explaining use of new remark code B74 when employee is receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code.
10-13 thru 10-14	Update 44 December 26, 2004	10-13 thru 10-14	Revises translation for legal authority code M6M in Table 10-B effective as of April 30, 2006.

## The Guide to Processing Personnel Actions (8)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-17 thru 10-28	Various	10-17 thru 10-28	<p>1) Adds new rules 21 thru 26 to Table 10-B to be used for appointments under Reg. 213.3102(u) effective as of August 25, 2006, and renumbers remaining rules in Table 10-B accordingly.</p> <p>2) Adds a reference to Note 5 on page 10-22 reflecting new legal authority code BAE, for use when making direct hire/acquisition positions, effective August 4, 2005.</p> <p>3) Moves Table 10-C to new page 10-23.</p> <p>4) Revises translation for legal authority code MEM in Table 10-E effective as of April 30, 2006.</p>
10-31 thru 10-32	Update 43 July 25, 2004	10-31 thru 10-32	Adds a reference to new legal authority code BAE, for use when making direct hire/acquisition positions, effective August 4, 2005.
10-39 thru 10-40	Update 42 September 7, 2003	10-39 thru 10-40	Adds a reference to new legal authority code BAE, for use when making direct hire/acquisition positions, effective August 4, 2005.
10-45 thru 10-50	Update 42 September 7, 2003	10-45 thru 10-50	<p>1) Adds a reference on page 10-45 to new legal authority code BAE, for use when making direct hire/acquisition positions, effective August 4, 2005.</p> <p>2) Revises text of remark codes K20 and PO1 in Table 10-I.</p>
10-55 thru 10-56	Update 42 September 7, 2003	10-55 thru 10-56	<p>1) Adds new rule 73 to Table 10-I explaining use of new remark code B73 when employee is receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code.</p> <p>2) Adds new rule 74 to Table 10-I explaining use of new remark code B74 when employee is receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code.</p>

## The Guide to Processing Personnel Actions (9)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-3 thru 11-3	Update 41 April 6, 2003	11-3 thru 11-3	Deletes obsolete reference to Panama Canal Employment System.
11-27 thru 11-28	Update 43 July 25, 2004	11-27 thru 11-28	Updates text of remark A24 in Rule 24 of Table 11-C to reflect new name of program.
11-31 thru 11-40	Update 41 April 6, 2003	11-31 thru 11-42	<ol style="list-style-type: none"> <li>1) Updates page reference in “Contents” for “Figure 11-1” from 11-38 to 11-40.</li> <li>2) Revises text of remark codes P01 and X41 in Table 11-C.</li> <li>3) Revises text of remark codes P06, K38 and X49 in Table 11-C effective April 30, 2006.</li> <li>4) Deletes reference to obsolete remark code P70 previously shown in rule 60 of Table 11-C on page 11-34.</li> <li>5) Reformats pages in Table 11-C; Figure 11-1 now begins on page 11-40.</li> <li>6) Deletes legal authority WTM and XGM, which are obsolete, from Figure 11-1 effective August 25, 2006, per Federal Register notice dated July 26, 2006.</li> <li>7) Adds new legal authority codes WTA and WTB to Figure 11-1 for actions under Reg. 213.3102(u) effective August 25, 2006, per Federal Register notice dated July 26, 2006.</li> </ol>
13-13 thru 13-14	Update 43 July 25, 2004	13-13 thru 13-14	Deletes reference to obsolete remark code P70 previously shown in rule 9 of Table 13-C.
13-17 thru 13-17	Update 43 July 25, 2004	13-17 thru 13-17	Deletes reference to obsolete remark code P70 previously shown in rule 22 of Table 13-C.

## The Guide to Processing Personnel Actions (10)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-1 thru 14-53	Various	14-1 thru 14-53	<ol style="list-style-type: none"> <li>1) Reissues Chapter 14 in its entirety.</li> <li>2) Updates chapter headings, table headings, the Job Aid, and, as appropriate, general references throughout Chapter 14 so that previous references to “Change to Lower Grade” are referenced as “Change to Lower Grade, Level or Band”.</li> <li>3) Revises regulatory citations for legal authorities N2M, N3M, N6M, and N8M in Tables 14-B, 14-D, 14-G and 14-I effective April 30, 2006.</li> <li>4) Revises regulatory citations for legal authority C1M and L9M in Tables 14-D and 14-G effective April 30, 2006.</li> <li>5) Revises regulatory citations for legal authorities N2M, N3M, N8M and L9M in Table 14-I effective April 30, 2006.</li> <li>6) Updates regulatory citation for legal authority QTM in Note 1 of Table 14-D, and in Note 1 of Table 14-E effective July 8, 2005.</li> <li>7) Revise the translation for NOAC 713 from “Chg to Lower Grade” to “Chg to Lower Grade, Level or Band” in Table 14-G effective April 30, 2006.</li> <li>8) Updates the U.S. Code citation shown in Table 14-H, Rule 4, column 3 from “5 U.S.C 5363” to “5 U.S.C. 5362” effective July 8, 2005.</li> <li>9) Updates the translation for legal authority RJM in Table 14-J, Rules 1 – 4 from “Reg. 536.103(b)” to “Reg. 536.202(a)” effective July 8, 2005.</li> <li>10) Deletes reference to obsolete remark codes P70 previously shown in rule 37 of Table 14-K, and rule 30 of Table 14-L.</li> <li>11) Revises text of remark code K17 in Table 14-L effective April 30, 2006.</li> <li>12) Revises text of remark codes PO1, and P17 in Table 14-L.</li> </ol>

The Guide to Processing Personnel Actions (11)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
15-7 thru 15-8	Update 35 October 1, 2000	15-7 thru 15-8	Clarifies guidance in “Note” with respect to uniformed service.
15-17 thru 15-18	Update 37 June 3, 2001	15-17 thru 15-18	Updates text of remark code B66 in accordance with Pub. Law 108-375 and Pub. Law 108-454
17-3 thru 17-4	Update 41 April 6, 2003	17-3 thru 17-4	1) Revises definition of adjusted basic pay. 2) Deletes definition for retention allowance as the term is obsolete.
17-9 thru 17-35	Various	17-9 thru 17-35	1) Revises definition of Adjusted Basic Pay on page 17-3. 2) Deletes definition of Retention Allowance on page 17-4 and replace it with new definition for Retention Incentives. 3) Revises translation for NOACs 893, 891, and 892 in Table 17-A, rules 1, 2, and 5, respectively, effective as of April 30, 2006. 4) Updates regulatory citations for legal authorities QWM, QHP, QJP, QKP, QMP, QLP, QUM and VTJ in Table 17-A, effective July 8, 2005. 5) Revises text in Table 17-A, rule 10, column 2, describing the basis for action. 6) Revises text in Table 17-A, rules 11 - 13, columns 2 and 3, describing the basis for action. 7) Deletes rule 24 in Table 17-A which referenced documentation instructions for 895/pay adjustments pursuant to Section 404 of P.L. 101-59 for law enforcement officers thereby making legal authority ZTX obsolete, effective as of July 8, 2005. 8) Adds new text in rule 30 describing the basis for action effective as of July 8, 2005.

The Guide to Processing Personnel Actions (12)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-9 thru 17-35	Various	17-9 thru 17-35	<p>9) Adds new rule 31 in Table 17-A documenting a decrease in or discontinuance of special rate schedule effective July 8, 2005.</p> <p>10) Adds new rule 32 in Table 17-A reflecting information previously shown in rule 30.</p> <p>11) Adds new rules 33-37 on Page 17-14 in Table 17-A reflecting documentation instructions for NOAC 827/Retention Incentive actions effective as of May 13, 2005, and deletes reference that pages 17-15 thru 17-20 are blank.</p> <p>12) Adds new page 17-15, and updates note 3 to reference special base rates.</p> <p>13) Revises translation for NOAC 893 in Table 17-C, rule 1, effective as of April 30, 2006.</p> <p>14) Updates regulatory citations for legal authorities FEM, RJR, and VTJ in Table 17-C, effective July 8, 2005.</p> <p>15) Adds new rules 20-24 on new page 17-25 in Table 17-C reflecting documentation instructions for NOAC 827/Retention Incentive actions effective as of May 13, 2005, and deletes reference on page 17-24 that pages 17-15 thru 17-20 are blank.</p> <p>16) Reformats Table 17-D.</p> <p>17) Revises text in Table 17-D, rule 1, columns 2 and 3, describing the basis for the action, and revises translation shown in column 5 for NOAC 893 effective as of April 30, 2006.</p> <p>18) Updates regulatory citations for legal authorities VWT and VWZ in Table 17-D.</p> <p>19) Updates regulatory citations for legal authorities QHP, QMP, QKP, and QLP in Table 17-D, effective July 8, 2005.</p>

## The Guide to Processing Personnel Actions (13)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-9 thru 17-35	Various	17-9 thru 17-35	<p>20) Revises text in Table 17-D, rules 9 thru 11, columns 2 and 3, describing the basis for the action effective as of July 8, 2005.</p> <p>21) Adds new rule 12 in Table 17-D reflecting documentation for decrease in or discontinuance of special rate schedule when employee is not entitled to pay retention under 5 CFR part 536, effective as of July 8, 2005, and renumbers remaining rules accordingly.</p> <p>22) Deletes reference at bottom of page 17-29 that page 17-30 is blank.</p> <p>23) Adds new page 17-30 as a continuation of Table 17-D reflecting new rules 17 and 18 documenting NOAC 891/Reg Perf Pay and NOAC 892/Irreg Perf Pay, respectively, effective April 30, 2006; and adds new rules 19-23 documenting NOAC 827/Retention Incentive effective May 13, 2005.</p> <p>24) Updates text in Note 1 to include reference to actions subject to 5 U.S.C. 5327b.</p> <p>25) Deletes rule 11 in Table 17-F because remark code X35 is obsolete effective July 8, 2005.</p> <p>26) Updates the text of remark code X48 as shown in rules 14 and 21 in table 17-F.</p> <p>27) Deletes rules 23 and 28 in Table 17-F because remark codes P70 and P85, respectively, are obsolete.</p>

## The Guide to Processing Personnel Actions (14)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-9 thru 17-35	Various	17-9 thru 17-35	28) Deletes rules 30, 31, and 33 in Table 17 F because remark codes P95, P96, and P97 are obsolete effective July 8, 2005; and renumbers remaining rules accordingly.
18-7 thru 18-8	Update 40 June 30, 2002	18-7 thru 18-8	Updates regulatory citation for legal authority PTG in Table 18-A, effective April 30, 2006.
24-7 thru 24-7	Update 44 December 26, 2004	24-7 thru 24-7	Updates Table 24-B, Rules 2 and 3, column five describing the action and updates the regulatory citation in the last column in Rule 2 of Table 24-B.
28-7 thru 28-8	Update 38 Nov. 4, 2001	28-7 thru 28-8	Adds new Rule 13 to Table 28-A reflecting guidance on documenting NOAC 803 action subject to Pub. Law 106-265 dated 9/19/00, effective April 30, 2006, and renumbers remaining rules accordingly.
29-3 thru 29-7	Various	29-3 thru 29-7	<ol style="list-style-type: none"> <li>1) Revises references from “recruitment bonus” and “relocation bonus” to “recruitment incentive” and “relocation incentive” respectively.</li> <li>2) Corrects title of operating manual referenced in Section 1b from “The Guide to the Central Personnel Data File” to “The Guide to Central Personnel Data File (CPDF) Reporting Requirements”.</li> <li>3) Deletes Rules 11 and 12 in Table 29, effective April 30, 2006.</li> <li>4) Revises translation for NOAC 878 from “SES Rank Award” to “Presidential Rank Award” effective April 30, 2006.</li> <li>5) Revises Rule 13 in Table 29 to document Presidential Rank Award (Meritorious) for SES and SL or ST employees, effective April 30, 2006.</li> <li>6) Revises Rule 14 in Table 29 to document Presidential Rank Award (Distinguished) for SES and SL or ST employees, effective April 30, 2006.</li> </ol>

The Guide to Processing Personnel Actions (15)  
 Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
29-3 thru 29-7	Various	29-3 thru 29-7	7) Deletes text in Rule 18 which previously referenced a relocation bonus for a law enforcement officer and deletes legal authority ZTY as it is obsolete. 8) Updates rules 16-18 in Table 29 on documenting recruitment incentive actions, and adds new legal authorities VPO and VPT effective May 13, 2005. 9) Updates rules 19 thru 21 in Table 29 on documenting relocation incentive actions, and adds new legal authorities VPO and VPW effective May 13, 2005, and renumbers remaining rules accordingly. 10) Updates Rule 24, column 3 in Table 29.
30-15 thru 30-18	Various	30-15 thru 30-18	1) Deletes Rule 36 in Table 30-B as remark code P78 is obsolete. 2) Deletes Rule 19 in Table 30-C as remark code P78 is obsolete.
31-17 thru 31-18	Update 31 August 1, 1999	31-17 thru 31-18	Updates regulatory citation for legal authorities DFM, DKM, and DBM in Table 31-B, Rules 8, 9 and 10, respectively, effective April 30, 2006.
31-39 thru 31-40	Update 34 July 30, 2000	31-39 thru 31-40	Deletes Rule 36 in Table 31-D as remark code P78 is obsolete.
32-25 thru 32-26	Update 33 January 2, 2000	32-25 thru 32-26	Updates the text of remark codes C04, C06, C07, and PO1 as shown in Table 32-H, rules 3, 4, 5, and 24, respectively.
35-1 thru 35-2	Update 43 July 25, 2004	35-1 thru 35-2	Revises the definition of Adjusted Basic Pay.
35-11 thru 35-12	Update 43 July 25, 2004	35-11 thru 35-12	1) Adds reference that the term Recruitment Bonus has been deleted. 2) Adds definition for three new terms: Recruitment Incentives, Relocation Incentives, and Retention Incentives. 3) Adds reference that the term Relocation Bonus has been deleted. 4) Adds reference that the term Retention Allowance has been deleted.

## Chapter 1. The Guide to Processing Personnel Actions

### Subchapter 1. Introduction to this Guide

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#### 1-1. Authority.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section 9.2, civil service rule IX, is based on that statute and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders.

#### 1-2. Coverage.

“The Guide to Processing Personnel Actions” (**Guide**) contains the Office of Personnel Management’s instructions on how to prepare personnel actions. Agencies may supplement the **Guide** with additional instructions and may require personnel action documentation in addition to what is called for in the **Guide**. However, in no case may an agency document derogatory or medical information on a personnel action if the information is not authorized by this **Guide**.

#### 1-3. Documentation of Personnel Actions.

**a. Request for Personnel Action.** For most of the personnel actions you process, there will be a Request for Personnel Action, Standard Form 52, or a similar agency form approved by the Office of Personnel Management as an exception to

the Standard Form 52. The Standard Form 52 is usually initiated by the office or supervisor who wants to take a personnel action, such as the appointment of an employee; occasionally the personnel office initiates the form. The requester completes one part of the Standard Form 52 and forwards it to others (such as the budget office) whose approval is required by the agency. The form is then sent to the personnel office for review and clearance by classification, staffing, and other personnel specialists, and for signature by the individual(s) to whom authority to approve personnel actions (appointing authority) has been delegated. Chapter 4, of this **Guide**, explains how to complete the Standard Form 52; if your agency has an exception to the Standard Form 52, approved by the Office of Personnel Management, the instructions in Chapter 4 apply to it as well. After the Standard Form 52 has been completed and the requested action has been approved, the form is sent to the personnel clerk or assistant who uses it to process the action in the agency’s automated personnel system.

**b. The Notification of Personnel Action** Standard Form 50, Standard Form 50-B, list form of notice, or an exception to one of these forms approved by the Office of Personnel Management, constitutes official documentation of Federal employment. Chapter 4, of this **Guide**, explains how to complete the Standard Form 50 and list form of notice. If your agency has an exception to the Standard Form 50 approved

by the Office of Personnel Management, the instructions in Chapter 4 apply to it, as well.

(1) The Notification of Personnel Action must be prepared for all accessions, conversions, and separations - nature of action codes beginning with 1, 5, or 3 - and for all corrections and cancellations of these actions. For these actions, the Notification of Personnel Action is required both as official notification to the employee and as official documentation of the action. The employee must receive a Notification of Personnel Action for these actions. A copy of the Notification of Personnel Action must be filed on the right side of the Official Personnel Folder. Accessions and separations due to mass transfer may be documented by a list form rather than the Standard Form 50.

(2) The Notification of Personnel Action is not required for the following actions:

Exception to Reduction in Force Release;  
 Realignment;  
 Recruitment >Incentive;<  
 Relocation >Incentive;<  
 Student Loan Repayment;  
 Time Off Award;  
 Foreign Language Award;  
 Gainsharing Award;  
 Suggestion Award;  
 Invention Award;  
 Special Act or Service Award;  
 Senior Executive Service Performance Award; and  
 Performance Award.

These actions are **not** documented on the right side of the Official Personnel Folder. At the agency's option, they may be documented on the left side of the Official Personnel Folder while the person is employed in the agency. Agencies may choose to use the Notification of Personnel

Action to notify employees of these actions or they may choose other methods of notification. Other notification methods must meet the requirements in Chapter 4 of this **Guide**.

(3) For all other actions, the Notification of Personnel Action must be prepared and filed on the right side of the Official Personnel Folder. Agencies may choose to notify employees of the action with a copy of the Notification of Personnel Action or with another method that meets the requirements in Chapter 4 of this **Guide**.

### c. Central Personnel Data File.

Much of the Standard Form 52 and Standard Form 50 information is collected to meet Government-wide human resource information needs. This information is reported to the Central Personnel Data File (CPDF), a centralized automated information system that provides statistics on Executive Branch employment to the Congress, Office of Personnel Management, and other agencies. This information is used in a variety of ways to evaluate and formulate human resource systems and programs. Unless specifically authorized in the operating manual, [The Guide to CPDF Reporting Requirements](#), all personnel actions described in this **Guide** are reported in Central Personnel Data File dynamics submissions.

### 1-4. Nature of Action (NOA), Legal Authority, and Remarks.

Each chapter on processing actions contains instructions on how to select the nature of action, the legal authority(ies), and the remarks for the action. A complete list

## Chapter 4. Requesting and Documenting Personnel Actions

### 1. Coverage.

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

### 2. Standard Form 52, Request for Personnel Action.

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

#### a. How the form is used.

(1) Supervisors and managers use the form to request

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

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

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

### b. How to complete the Standard Form 52.

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

### 3. Standard Form 50, Notification of Personnel Action.

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

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

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

- Exception to Reduction in Force Release;
- Realignment;
- Recruitment >Incentive;<
- Relocation >Incentive;<
- Referral Bonus;
- Individual or Group Time Off Award;
- Foreign Language Award;
- Individual or Group Suggestion/Invention Award;
- Travel Savings Incentive Award;
- Individual or Group Cash Award; and
- Senior Executive Service Performance Award.

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

either:

- (1) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section 5),
- (3) a list form of notice (see section 6), or
- (4) one of the alternative forms of notice described for pay adjustments in Chapter 17.

**b. Additional copies of Notifications of Personnel Action.** Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a “pick-up Standard Form 50” to notify an agency that you have hired one of its employees or to comply with the requirements in Figure 3-4. Both the Standard Form 50 and Standard Form 50-B are available in a version with a “utility” copy that may be used to meet any special needs your agency may have.

#### 4. Completing the Standard Form 50.

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

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52

#### Purpose

When the personnel action is documented on a Standard Form 50, Notification of Personnel Action, use this job aid to complete the form. Explanations and definitions of codes used in this job aid are found in [The Guide to Personnel Data Standards](#). This job aid also provides guidance for completing sections of the Standard Form 52, Request for Personnel Action.

With the exception of a >Presidential Rank Award,< or a Separation Incentive, an SF-50 is not required to document awards and bonuses, nor is it required for actions in the 9xx series. If, however, you elect to use an SF-50 to document these actions, follow your agency's instructions in preparing the SF-50.

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
1	Name	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly.</p> <p><b>b.</b> When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title.</p> <p><b>c.</b> In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.</p>
2	Social Security Number	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered employee's SSN, enter the SSN shown on the employee's application/resume or the Official Personnel Folder.</p>

*Continued on next page*

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
2	Social Security Number, continued	Complete on all actions.	<p><b>b.</b> A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below:</p> <p>American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island);</p> <p>Canton and Enderbury Islands;</p> <p>Commonwealth of Puerto Rico;</p> <p>Guam;</p> <p>Howland, Baker, and Jarvis Islands;</p> <p>Johnston or Cornwallis Island, and Sand Island;</p> <p>Kingman Reef;</p> <p>Swan Islands;</p> <p>Virgin Islands of the United States;</p> <p>Wake Island;</p> <p>Midway Islands;</p> <p>Navassa Island;</p> <p>Palmyra Island;</p> <p>Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and</p> <p>Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p><b>c. When employee does not have a social security number.</b> If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the 4-digit Personnel Office Identifier number assigned by the Office of</p> <p style="text-align: right;"><i>Continued on next page</i></p>

## Job Aid

**Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
6-A	Code	Complete when a second action, with the same effective date, is processed on the same Standard Form 50.	Enter the code required by the chapter that explains how to process the action.
6-B	Nature of Action		When the Standard Form 50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same Standard Form 50 and both are being corrected or canceled, process a separate Standard Form 50 to cancel or correct each one.
6-C	Code	<b>a.</b> Leave blank when code & nature of action shown in blocks 6-A and 6-B are: <b>(1)</b> 350/Death, or <b>(2)</b> 355/Termination-Exp of Appt. <b>b.</b> Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation. <b>c.</b> Complete on all other actions when blocks 6-A and 6-B are completed.	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.
6-D	Legal Authority		Enter primary authority for the nature of action shown in blocks 6-A and 6-B.
6-E	Code	Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.	If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.
6-F	Legal Authority		If a second authority is required for the nature of action shown in blocks 6-A and 6-B, enter it here.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
7	FROM: Position Title and Number	<p><b>a.</b> Leave blank on actions that grant &gt;presidential rank awards (Nature of Action 878).&lt;</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status, and</p> <p>(3) any other action that moves the employee to another position.</p> <p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
8	Pay Plan		Enter the pay plan and occupational code shown in "To" portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085" would be entered as "0085.") Note: the occupational code must be entered for all pay plans, including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9	Occupational code		
10	Grade or Level		Enter grade or level shown in the "To" portion of employee's last Notification of Personnel Action:
			<p><b>a.</b> Enter "00" if employee is in the Senior Executive Service (SES).</p> <p><b>b.</b> If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example "9" or ("09"). If the position has no grade or level, enter two zeros ("00").</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <i>not</i> the grade they are retaining for pay and benefit purposes.</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

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

Continued on next page

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
12	Total Salary, continued	<p><b>a.</b> Leave blank on actions that grant &gt;presidential rank awards (Nature of Action 878).&lt;</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status,</p> <p>(3) any other action that moves employees to a different salary,</p> <p>(4) any action that grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and</p> <p>(5) any action that terminates availability pay (Nature of Action 819).</p> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p><b>b.</b> If employment is without pay, enter six zeros ("000000").</p> <p><b>c.</b> On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%."</p> <p><b>d.</b> On actions that terminate availability pay, enter dollar amount employee has been receiving.</p>
12A	Basic Pay	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and &gt;presidential rank awards (Natures of Action 818, 819, and 878).&lt;</p> <p><b>b.</b> Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any action that changes employee's salary, or</p> <p>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</p> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter the employee's &gt;rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.&lt;</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
12B	Locality Adjustment	a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and >presidential rank awards (Natures of Action 818, 819, and 878).<	Enter the difference between the adjusted basic pay (block 12C) >and basic pay (block 12A.) This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment.<
12C	Adjusted Basic Pay	b. Complete on:	Enter the maximum adjusted rate of basic pay, >including any locality payment, special rate supplement, or equivalent payment,< after taking into account all pay caps that may be applicable.
12D	Other Pay	(1) separations; (2) actions that place employee in nonpay status; and (3) any action that changes employee's salary, or (4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay. c. Completion is optional for other actions; follow your agency's instructions.	a. Enter the difference between total salary (block 12) and adjusted basic pay (block 12C). b. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, *** or supervisory differential. c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 12 or 12D.
13	Pay Basis	a. Leave blank on actions that grant administratively uncontrollable overtime pay, and >presidential rank awards (Natures of Action 818 and 878).< b. Complete on all other actions for which block 12 is completed.	Enter appropriate code for basis on which employee is currently being paid. Use <a href="#">The Guide to Personnel Data Standards</a> to select the code. Pay basis must agree with the way in which the total salary is shown in block 12; for example, if annual amount is shown in block 12, then "pa" must be entered in block 13. Note: pay basis "sy" is to be used only for teachers/educators.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
14	Name and Location of Position's Organization	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, and &gt;presidential rank awards (Natures of Action 818 and 878).&lt;</p> <p><b>b.</b> Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any other action that moves employee to a different office.</p> <p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>a.</b> Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action.</p> <p><b>b.</b> On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."</p>
15	TO: Position Title and Number	<p><b>a.</b> Leave blank on actions that:</p> <p>(1) place employee in nonpay status,</p> <p>(2) separations, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	Enter position title and number shown on the position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter title and number of position employee actually occupies, <i>not</i> of the position whose grade the employee is retaining for pay and benefit purposes.
16	Pay Plan	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that grant &gt;presidential rank awards, and separation incentives (Natures of Action 878 and 825).&lt;</p> <p>(2) separations,</p> <p>(3) actions that place employee in nonpay status.</p> <p><b>b.</b> Complete on all other actions.</p>	<p><b>a.</b> Enter the pay plan and occupational code shown on the position description. Note: The occupational code must be entered for <i>all</i> pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.</p> <p><b>b.</b> When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies, <i>not</i> the position upon which the grade retention entitlement is based.</p> <p><b>c.</b> If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085," would be entered as "0085."</p>
17	Occupational Code		

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
18	Grade or Level	<p><b>a.</b> Leave blank on actions that document separation incentives and &gt;presidential rank awards (Natures of Action 825 and 878).&lt;</p> <p><b>b.</b> Leave blank on separations and actions that place employee in nonpay status.</p> <p><b>c.</b> Complete on all other actions.</p>	<p><b>a.</b> Enter “00” if employee is in the Senior Executive Service.</p> <p><b>b.</b> If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, “03,” or “12.” If the position has no grade or level, enter two zeros (“00”).</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade he or she is retaining for pay and benefits purposes.</p>
19	Step or Rate		<p>Enter code for step or rate at which employee will be paid.</p> <p>&gt;<b>a.</b>&lt; Enter “00” for:</p> <p style="padding-left: 20px;">(1) employees in pay plan “GM;”</p> <p style="padding-left: 20px;">(2) employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and</p> <p style="padding-left: 20px;">(3) employees whose pay plans have no steps (for example, ST, SL, and SES); and</p> <p style="padding-left: 20px;">(4) Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions.</p> <p>&gt;<b>b.</b>&lt; When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p>&gt;<b>c.</b>&lt; When grade retention is not involved and the employee is in the competitive or excepted service, *** enter the appropriate step or rate within the grade or level, for example “1” (or “01”). If the position has only one basic pay rate, enter two zeros (“00”).</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
20	Total Salary/Award	Complete on all actions except separations and actions that place employee in nonpay status.	<p><b>a.</b> For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, “10%”). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter “00%.”</p> <p><b>b.</b> For an 819/Availability Pay action that <b>grants</b> availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that <b>terminates</b> availability pay, enter “0.”</p> <p><b>c.</b> For actions other than administratively uncontrollable overtime pay, &gt;presidential rank awards,&lt; or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in <b>d.</b> below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is “GS” or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p><b>d.</b> When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p><b>e.</b> When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12.</p> <p><b>f.</b> If action is a separation incentive, enter the dollar amount of the separation incentive.</p> <p><b>g.</b> If action is a &gt;presidential rank award,&lt; enter the dollar amount of the award.</p>

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
20A	Basic Pay	<b>a.</b> Leave blank on: (1) actions that document	Enter the employee's >rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.<
20B	Locality Adjustment	administratively uncontrollable overtime pay, availability pay, separation incentives, and >presidential rank awards. (Natures of Action 818, 819, 825, and 878).<	Enter the difference between the adjusted basic pay (block 20C) >and basic pay (block 20A.) This difference represents the value of an employee's locality payment, special rate supplement, or equivalent payment. If an employee is not entitled to any such payment leave blank. For example, an employee receiving a retained rate under the General Schedule pay system is not entitled to either a special rate supplement or a locality payment.<
20C	Adjusted Basic Pay	(2) separations; and	Enter the maximum adjusted rate of basic pay, >including any locality payment, special rate supplement, or equivalent payment,< after taking into account all pay caps that may be applicable.
20D	Other Pay	(3) actions that place employee in nonpay status; <b>b.</b> Complete on any action that changes employee's salary. <b>c.</b> Completion is optional for other actions; follow your agency's instructions.	<b>a.</b> Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). <b>b.</b> Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, *** or supervisory differential. <b>c.</b> Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. <b>d.</b> All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21	Pay Basis	<b>a.</b> Leave blank on actions that document, administratively uncontrollable overtime pay, >presidential rank awards, and separation incentives (Natures of Action, 818, 825, and 878).< <b>b.</b> Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use <a href="#">The Guide to Personnel Data Standards</a> to select appropriate code.  Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
22	Name and Location of Position's Organization	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.</p> <p><b>a.</b> Enter organization name as it is shown on the position description.</p> <p><b>b.</b> In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p><b>c.</b> For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23	Veterans' Preference	<p><b>a.</b> Complete on appointments, conversions to appointments, actions that change veterans' preference (883) and separations.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use <a href="#">The Guide to Personnel Data Standards</a> to select the appropriate code.</p>
24	Tenure	<p><b>a.</b> Completion is optional on pay change actions; follow your agency's instructions.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined in <a href="#">The Guide to Personnel Data Standards</a>, enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.</p>

*Continued on next page*

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**Job Aid****Instructions for Preparing a List Form of Notice**

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When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Standard Form 50s, Notification of Personnel Action. List forms of notice may be used only with those natures of action listed in section >6< of this chapter.

The information below must be shown on each page of a listing when used instead of individual Standard Form 50s, Notification of Personnel Action. An agency may show additional information on the listing if necessary to meet the requirements of its data system, but *none* of the information discussed below may be omitted.

---

**Heading**

---

State in the top center of each page: Personnel Action Listing  
(Approved Standard Form 50 Exception)

---

**Action**

Following the heading, list in this order:

Nature of Action and Code:

Effective Date:

Authority and Code:

(Refer to the proper chapter in this **Guide** to select the correct Nature of Action and Authority.)

---

**Changed Data**

After identifying the personnel action, enter the appropriate “from” and “to” data.

*Continued on next page*

**Job Aid****Instructions for Preparing a List Form of Notice, continued****Remarks**

Enter for all Natures of Action except 352, 430, and 280:

*Type of appointment, position, grade, and salary remain unchanged.*

Enter any other appropriate remarks as determined by the proper chapter of this **Guide** for the personnel action being documented.

**Name**

List the name of each employee affected. Give the name as it appears on the last Standard Form 50, Notification of Personnel Action.

For control purposes, vacant positions may be listed as “Vacancy” under the name column, preferably following name listings. Vacant positions will not be affected by every type of action.

**Social Security Number**

List the social security numbers of the employees concerned *on only those copies retained for agency use*, for example, the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.

**Date of Birth**

List the dates of birth of the employees concerned *on only those copies retained for agency use*, for example, the payroll or agency copy that is used for computer purposes.. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.

**Agency**

Identify your agency and any subelement, if applicable. If the personnel action involves a change between two agencies, identify both. If the subelement code changes, enter both codes. Enter at the bottom of each page of the listing.

*Continued on next page*

**Table 4-C. Determining the Pay Rate Determinant (PRD)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by one of the codes below				0
2	Is paid a special rate >or a special pay supplement, established under appropriate authority to recruit or retain well qualified individuals in selected agencies, occupations, work levels, and locations<	does not have retained grade	employee is appointed at a superior qualifications rate		5 (See >Notes 2 and 3)<
3			employee is not appointed at a superior qualifications rate		6 >(See Note 3)<
4		has retained grade	employee occupies a different position than that held before the grade reduction		E >(See Note 3)<
5			employee occupies the same position		F >(See Note 3)<
6		Is appointed at a superior qualifications rate (meaning, is hired at a pay rate above the minimum rate of the grade)	is also entitled to a special rate		
7		is not entitled to a special rate		7 (See >Notes 1 and 3)<	

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
8	Retains grade for a 2-year period	occupies the same position	is not entitled to a special rate		B >(See Note 3)<
9			is entitled to a special rate		F >(See Note 3)<
10			receives retained pay		U
11		occupies a different position	is not entitled to a special rate		A >(See Note 3)<
12			is entitled to a special rate		E >(See Note 3)<
13			receives retained pay		V
14	Is entitled to retained pay for reasons other than service in the Senior Executive Service and rules 21 through 24	entitlement is under 5 U.S. C. 5363(a)(1), 5 U.S.C. 5363(a)(3), or >5 CFR 536.301 (except 5 CFR 536.301(a)(8)), or 5 CFR 536302<	employee occupies the same position	has retained grade	U
15				does not have retained grade	J
16			employee occupies a different position	has retained grade	V
17				does not have retained grade	K
18		entitlement is under >5 CFR 536.301(a)(8)<			3

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Employee is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the >Office of Personnel Management in consultation with the Office of Management and Budget<				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable ***	>the employee is not paid under the General Schedule<		4

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
24	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2
25	Retains pay without time limitation, at a pay rate above the maximum rate range for reasons other than those discussed in the rules above.	after January 11, 2004, SES member is paid above level III of the Executive Schedule	may not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule (5 CFR 534.404(h)(2)); or, as a result of his or her employing agency losing certification of the applicable performance appraisal systems for SES members under 5 CFR 430.405(h) (5 CFR 534.403(b)).		2
	***	***			***

**NOTES:**

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.
- >3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12).<

## Chapter 6. Creditable Service for Leave Accrual

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## Chapter 6. Creditable Service for Leave Accrual

### Subchapter 1. Determining Creditable Service

#### 1-1. Coverage.

**a.** This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:

- (1) Identify prior service;
- (2) Verify prior service; and
- (3) Determine if prior service is creditable for leave.

**b.** Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.

**c.** Information on determining creditable service for other purposes is found in other issuances. These include:

- (1) [The CSRS and FERS Handbook](#) - service credit for retirement;
- (2) the [Restructuring Information Handbook](#) and [title 5, Code of Federal Regulations](#), (CFR) part 351 - service credit for reduction in force;
- (3) the [Code of Federal Regulations](#) (CFR) - creditable service for:
  - (a) within-grade increases in 5 CFR 531 and 532;
  - (b) tenure in 5 CFR 315; and
  - (c) initial and supervisory probationary periods in 5 CFR 315.

#### 1-2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8

hours per pay period - depending on the amount of service creditable for leave accrual purposes; however, it is not used to determine the accrual rate for employees occupying positions which are subject to sections 5376 or 5383 of title 5, United States Code, or a pay system equivalent to either of the sections referenced as determined by OPM. Such employees accrue 8 hours of annual leave per pay period pursuant to section 6303(f), title 5, United States Code. (See <http://www.opm.gov/oca/leave/html/sesannual.asp>). Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

#### 1-3. Identifying Prior Federal Service.

**a. Application.** Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.

**b. Standard Form 144.** Ask each appointee to complete the Standard Form 144, Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.

**c. Optional Form 306.** Use information from the Optional Form 306, Declaration for Federal Employment, to determine if the employee is a military retiree.

#### 1-4. Creditable Service.

Section 6303 of title 5, United States Code, sets the rules for crediting service for annual leave accrual. The law states: “In determining years of service, an employee is entitled to credit for all service of a type that would be creditable under section 8332, regardless of whether or not the employee is covered by subchapter III of chapter 83, and for all service which is creditable by virtue of subsection (e).” Creditable service falls into three general categories:

- service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision;
- active duty in the uniformed services; and
- other service made creditable by specific legislation.

#### 1-5. Creditable Civilian Service

**a. Types of Service.** All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes is also creditable for leave accrual.

Potentially creditable includes service that could be credited if the employee made deposits to the Retirement fund. Such deposits are *not* required before the employee gets credit for leave accrual purposes. Creditable civilian service for leave accrual includes service:

(1) under a Federal appointment as defined in section 2105 of title 5, United States Code, whether in the competitive, excepted, or Senior Executive Service.

(2) covered by CSRS or Federal Employees’ Retirement System (FERS) retirement deductions, including service for which the employee received a refund of the

retirement deductions.

(3) under other Federal retirement systems as long as the individual *could* obtain a refund of his or her deductions under that system and deposit them in the CSRS fund. Civilian service under systems where the employee *cannot* withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is *not* creditable.

(4) listed in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#). This chapter contains detailed information on civilian service that is creditable for retirement purposes. Civilian service creditable for civil service retirement under section 8332 of title 5, United States Code, is also creditable for leave.

#### **b. Amount of Service to be Credited.**

In general, employees get a day of credit for each day of full time or part time service. Elapsed calendar time is the maximum time that can be credited. For example, if an employee has two part time appointments from January 1, 1998, thru March 31, 1998, credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.

(1) *Separations* of three calendar days or less between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service.

(2) Employees who are absent because of *uniformed service or compensable injury* are entitled to be treated as though they had never left. The regulations governing restorations to duty after uniformed service or compensable injury are in part 353 of

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

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

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

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

(c) Service in a campaign or expedition for which a campaign badge has been authorized is creditable only for the actual service in or as a part of the campaign or expedition. For example, if a military retiree was on active duty for the entire period of the Vietnam campaign but served in that campaign for 14 months, the retiree is entitled only to the 14 months campaign service credit. He or she is not entitled to credit for time on active duty outside of the campaign area. The **VetGuide**, available on

the Office of Personnel Management's website (<http://www.opm.gov>), contains a list of campaigns and expeditions.

### c. Verifying Creditable Uniformed Service.

(1) Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214 Certificate of Release or Discharge from Active Duty and the SF 813 Verification of a Military Retiree's Service In Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquires regarding the uniformed services' manner of documenting active duty service (e.g., individual does not have a DD 214, confirmation on dates or nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

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

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

participation in the campaign area on the form, and send the form in duplicate to the office listed on the reverse of the form.

(4) Dates of active duty National Guard service should be documented on the DD 214 or on orders placing the employee on active duty. Copies of orders should be obtained from the Adjutant General for the State National Guard in which the employee served. The request may be on a Standard Form 180, Request Pertaining to Military Records, and should include a statement that “The beginning and ending dates of honorable active ARNGUS or ANGUS duty and the authority of law under which it was performed under either a call by the President or an order by the Secretary of Defense (or his designee) are needed to verify prior Federal service credit for the named Federal employee.”

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

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

(7) Figure 6-2 lists sources of information on whether a retirement from

the uniformed services was based on war- or combat-incurred disability.

### 1-7. Other Creditable Service.

**a. General.** Specific statutes have made some civilian service that does not meet the definition of Federal employment creditable for leave or retirement. Civilian service that is creditable for retirement is also creditable for leave accrual purposes. The kinds of service that occur most frequently are described below in “b” through “g”. Detailed information on these types of service and the specific conditions that must be met for the service to be creditable are in Chapter 20, Subchapter 20A of [The CSRS and FERS Handbook](#). Additionally, section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

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

**c. Nonappropriated Fund**

**Employment (NAF).** Public Law 101-508 authorizes credit for leave accrual and RIF purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable (Public Law 99-638). For information on this service, refer to Chapter 20 of [The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

**d. VISTA Volunteer Service.** Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS\*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

**e. Peace Corps Volunteer Service.** Satisfactory volunteer service with the Peace

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

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

**>g. Certain Government Service Performed Abroad.** Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1998, and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the Foreign Service Act of 1980; at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

**h. Prior non-Federal Service or Active Duty Uniformed Service that otherwise would not be creditable.**

Section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Action of 2004 (Pub. Law 108-411 dated October 30, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable. Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of as least 90 calendar days from the last period of Federal civilian employment) to a position on or after April 28, 2005. An employee has no entitlement to such credit. The head of the agency or designee must determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which appointed and are necessary to achieve an important agency mission or performance goal, determine what constitutes acceptable written documentation for non-Federal service (an employee must provide written documentation from the uniformed services to receive credit for honorable active duty uniformed service), and approve such prior to the effective date of the employee's entry on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service credited may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Document such

service credit on the SF-144A or an agency equivalent form used in lieu of the SF-144A. Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the SF-144A. See Table 6-1 for appropriate remarks.

<http://www.opm.gov/oca/compmemo/2005/2005-07.asp>).<

### Subchapter 3. Change in Service Computation Date-Leave.

#### 3-1. Actions to Change the Service Computation Date-Leave.

**a.** Process a separate Change in Service Computation Date (SCD) action when the employee's SCD-Leave changes and no other change occurs. Examples are when:

- additional periods of service are made creditable by statute or an Office of Personnel Management ruling;
- service claimed and verified at the time of appointment was not credited and should have been;
- the employee claims creditable service not previously claimed;
- service claimed at the time of appointment is later verified.

**b.** When an employee returns to duty after excess nonpay status, the Change in Service Computation Date (SCD) is effective the same date as the return to duty action. (See section 1-5b.) Document the SCD change as part of the return to duty action. Follow instructions in Chapter 16 of this **Guide**.

**c.** When an employee changes from an intermittent to a part time or full time schedule, the change in Service Computation Date (SCD) is effective the same date as the change in work schedule. (See section 2-2f.) Document the SCD change as part of the change in work schedule action. Follow instructions in Chapter 24 of this **Guide**.

**d.** When an employee with excess nonpay or on an intermittent work schedule separates, document the change in Service Computation Date (SCD) on the separation action. The change in SCD is effective the same date as the separation.

**e.** Process a correction when the Service Computation Date is changing because a mathematical or similar error was made in the previous computation.

#### 3-2. Use of the Standard Form 52.

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

#### 3-3. Processing Instructions.

**a. Effective Date.** Use Table 6-1 to determine the appropriate effective date for a Change in Service Computation Date action. Note that corrections always have the same effective date as the original action.

**b. Nature of Action and Legal Authority.** Enter the following nature of action and authority in blocks 5 A-D of the Standard Form 50.

<i>Nature of Action</i>	<i>Authority</i>
882 Chg in SCD	VZM 5 U.S.C. 6303

**c. Service Computation Date.** Show the new Service Computation Date-Leave in block 31 of the Standard Form 50.

**d. Remarks.** Use Table 6-1 to identify the required remarks. Also enter any additional remarks that are required by your agency or are necessary to explain the action.

**e. Standard Form (SF) 50.** Follow the instructions in Chapter 4 to complete the Standard Form 50. File one copy on the right side of the Official Personnel Folder; distribute other copies according to your agency's instructions.

**Table 6-1. Effective Date and Remarks for >Appointment Actions or Actions Changing the< Service Computation Date-Leave**

<i>R U L E</i>	<i>If</i>	<i>Then Effective Date is</i>	<i>And Required Remark Codes Are</i>	<i>And Required Remarks Are</i>
1	Civilian service claimed by employee is later made creditable by statute or Office of Personnel Management (OPM) ruling	Date set by the statute or the OPM ruling	B33	Changes SCD from (date) to reflect service which has been ruled creditable.
2	Employee claims additional creditable service not claimed at time of appointment	Date evidence of service is received in the Personnel Office	B34	Changes SCD from (date) to reflect previously unclaimed service.
3	Employee is removed from Uniformed Service Temporary Disability Retirement List (TDRL) and given a discharge	Date of discharge	B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
4	Service claimed at time of appointment is now being credited because it has just been verified or because credit was improperly denied at time of appointment	Date of appointment (see Note)	B35	Changes SCD from (date) because (state reasons).
> 5	Agency head or designee approves non-Federal service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code	Date of appointment	B73	You are receiving (enter yrs. and mos., e.g. 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates).
6	Agency head or designee approves military service credit prior to entry on duty date per Section 6303(e) of title 5, United States Code	Date of appointment	B74	You are receiving (enter yrs. and mos., e.g. 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable "from" and "to" dates).
			M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.")<

NOTE: If your agency's system will not accept a change which is effective on the date of the appointment because intervening actions have occurred, use the effective date of the most recent action and explain in remarks that the change is retroactive to the date of appointment.

**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 (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.

&gt;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-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>
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	Superior qualifications appointment made under Reg. 531.203(b).
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 <a href="#">The CSRS and FERS Handbook</a>	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>
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).
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).<

## 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.

**Table 10-B. Appointments Not to Exceed (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
1	Reserved						
2	Reserved						
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management	Is not employed by your agency		115	Appt NTE (date)	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __
4		Is already employed by your agency		515	Conv to Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM, and see Notes 4 & 5	Direct Hire Authority (cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
7	Based on agency's authority to make temporary appointments by selection from a register	Is not a employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appte NTE (date)	M6M	>Cite specific authority for action (i.e., Reg. 316.402(b)(1), or an agency specific authority.<
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
21	>Under 5 CFR 213.3102(u)	Has severe physical disabilities	Is not an employee of your agency	115	Appt NTE (date)	WUM	Reg. 213.3102(u)
22			Is a current employee at your agency	515	Conv to Appt NTE (date)		
23		Has mental retardation	Is not an employee of your agency	115	Appt NTE (date)	WTA	Reg. 213.3102(u)-MD
24			Is a current employee at your agency	515	Conv to Appt NTE (date)		
25		Has a psychiatric disability	Is not an employee of your agency	115	Appt NTE (date)	WTB	Reg. 213.3102(u)-PD<
26			Is a current employee at your agency	515	Conv to Appt NTE (date)		
> 27 >	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006
> 28 <		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
> 29 <	Based on service with the General Accounting Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	31 U.S.C. 732(g)
> 30 <		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
> 31 <	Based on service with the Administrative Office of the U.S. Courts	Is not an employee of your agency		115	Appt NTE (date)	ZTU	28 U.S.C. 602
> 32 <		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
> 33 <	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Is an agency employee's relative who is being hired for a period not to exceed one month to meet urgent needs resulting from an emergency posing immediate threat to life or property or from a national emergency	Is not an employee of your agency	115	Appt NTE (date)	KLM	Reg. 310.202

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>	
< 34 >	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 3325	
> 35 <		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
> 36 <	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM		Reg. 316.701
> 37 <	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM		P.L. 99-586
> 38 <	Based on service as an Administrative Law Judge		Is receiving an annuity under the Civil Service Retirement System			Is not already an employee of your agency	SZX	Reg. 930.216
> 39 >			Is already employed in your agency	515	Conv to Appt NTE (date)			

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
> 40 <	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	Reg. 316.702
> 41 <	Based on restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		115	Appt NTE (date)	QAK and (Cite authority code for appointment 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)
> 42 <	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3 of this table)			115	Appt NTE (date)	ALM and (Cite authority code for appointment 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)

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 &amp; 4 of this table)</i>
> 43 <	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
> 44 <		Is already employed in your agency		515	Conv to Appt NTE (date)		
> 45 <	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
> 46 <		Is already employed in your agency		515	Conv to Appt NTE (date)		
> 47 <	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.707
> 48 <		Is already employed in your agency		515	Conv to Appt NTE (date)		
> 49 <	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

**NOTES:**

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment “*PNR: Reg. 351.603 (A-76).*” “*ZLM: Other Citation (Law, E.O., or Reg.)*” may be cited in addition to any other authority or authorities required by this table.
3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
4. 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 50), *ABL: Bicultural/Bilingual Selective Factor*.
5. 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:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM Approved Single Agy Auth

**Table 10-C. Provisional Appointment NTE (date)**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then the Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note below)</i>
1	Temporary to a continuing position when the agency intends to later convert the employee to a non-temporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)		

NOTE: Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B.

**Pages >10-24< thru 10-26 are blank as Table 10-D has been deleted**

Table 10-E. Term Appointment

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&amp; 3 of this table)</i>
1	Reserved					
2	Reserved					
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and see Notes 3 & 4	Direct-Hire Authority (cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	>Cite specific authority for action (i.e., Reg. 316.302(b)(1), or an agency specific authority.<
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(b)(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

**Table 10-E. Term Appointment, continued**

<i>R UL E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 &amp; 3 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(b)(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(b)(7)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(b)(4)
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 &amp; 3 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		108	Term Appt NTE (date)	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)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.707
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

**Table 10-E. Term Appointment, continued**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 and 3 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

**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 the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. 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:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM approved Single Agy Auth

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency 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)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.707
23		Is already employed in your agency	507	Conv to Emergency Appt		

**Table 10-G. Emergency Appointment (Continued)**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency 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. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. 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:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM approved Single Agy Auth

Table 10-H. Overseas Limited Appointment (Continued)

<i>R U L E</i>	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
21			Is already on your agency's rolls	520	Conv to O/S Ltd 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.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. 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:

Occupation:

Medical  
Information Technology Management  
Positions in support of the Iraqi reconstruction efforts  
>Acquisition  
OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)  
BAC: GW002 (IT)  
BAD: GW003 (Iraqi)  
BAE: GW004 (Acquisition)<  
BYO: OPM approved Single Agy Auth

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

<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 a 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 requires employee to complete a trial period	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).

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>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	Reserved			
10	Reserved			
11	Reserved			
12	Employee qualified for a 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.

**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>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>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, level, or band; 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 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>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder 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).
62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		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	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			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 5 of this table)

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>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
65	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 6 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).
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).<

## NOTES:

1. Use as many remarks as are applicable.
2. Reserved.
3. Use this remark in addition to those required by Rules 30-32.
4. Reserved.
5. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
6. 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.

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## Chapter 11. Excepted Service Appointments

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### 1. Coverage.

This chapter covers all appointments, conversions to appointments, and extensions of temporary appointments that are made without regard to the competitive requirements of the civil service rules and regulations, and that are not covered by the \*\*\* Senior Executive Service (SES) \*\*\*. (Instructions for SES appointments are published in Chapter 13.)

### 2. Definitions.

**a. An appointment** brings an individual onto the rolls (staff) of an agency.

**b. A conversion** changes an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less.

**c. An extension** continues a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

**d. A Provisional Appointment NTE** is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment, *and* has appropriate authority for the conversion at the time of the temporary appointment.

### 3. Special Conditions.

When making appointments in the excepted service, certain special conditions may impact the documentation of the personnel actions and require

additional instructions.

**a. Retired persons.** When the person being appointed is retired from Federal civilian service, \*\*\* you must follow the instructions in Chapter 3 as well as those instructions appropriate for excepted service appointments.

**b. Separations by RIF.** If an employee who is to be separated by reduction in force (RIF) procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately, regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF and the gaining offices processes the new appointment. If an employee accepts an offer of assignment under the RIF regulations to a specifically temporary *position* (e.g., if a career employee accepts an offer of assignment to a position that is scheduled to be abolished in a year), the action is processed as a Reassignment, Position Change, etc., following the instructions in Chapter 14.

**c. Concurrent employment.** If employee will be employed concurrently in two (or more) agencies, follow instructions in the “Federal Employees’ Group Life Insurance: A Handbook for Employees, Annuitants, Compensationers and Employing Offices” and the “Federal Employees’ Health Benefit Program: A Handbook for Enrollees and Employing Offices” to determine how health benefits and FEGLI will be handled, and to document those determinations on the Standard Form (SF) 52 (and SF 50).

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
12	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
13	Employee is given a time-limited appointment (NOA 171), or a time-limited appointment is extended.		M06	Reason for temporary appointment: (state reason)
14	<b>Reserved</b>			
15	<b>Reserved</b>			
16	<b>Reserved</b>			
17	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under the authority during the service year (see Note 5 of this table)	A11	Employment under this appointment must not exceed (number) working days a year.
18	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (see Note 5 of this table)	A12	Employment under this and previous appointment must not exceed (number) working days a year.
19	Appointment authority limits the number of hours employee may work during a service year	This is the employee's first appointment under this authority during the service year (see Note 5 of this table)	A07	Employment under this appointment must not exceed (number) hours a year.

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (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	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (see Note 5 of this table)	A08	Employment under this and previous appointment must not exceed (number) hours a year.
21	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
22	Appointment is made under Schedule A, Sec. 213.3102(g)		A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within grade increase will not count against this limitation.
23	Appointment is made as a Fellow or Sr. Fellow under E.O. 13318 (see Note 6 of this table)		A04	Appointment is NTE 2 years. Upon satisfactory completion of the program you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated.
24			The employee is currently employed under a nontemporary appointment in the competitive service	A24

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.
38	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
39	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.
40	Employee is appointed to or converted to a supervisory 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 \$_____.
41	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).<
42		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.

**Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
44	Employee is returning after service with the American Institute in Taiwan 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 >rate changes (e.g., within-grade increases)< to which employee would have been entitled had he or she remained continuously in Federal service.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade, >level, or band),< effective (date).	
46	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).	
47			X61	Retained grade will not be used for purposes of reduction-in- force.	
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
49			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 8 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.
50			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 8 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 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
51	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.
52	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	X49	Change to lower grade, >level, or band< is for personal cause.
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
54	Employee is entitled to pay retention under 5 U.S.C. 5363			
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, >level, or band< to which assigned.
56	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.
57			X42	Pay retention entitlement is terminated.
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
***	***		***	***
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	<b>Reserved</b>			
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook</a>	Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
65	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")
66	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.
67		Rule 65 does not apply	M45	Employee is automatically covered under FERS.
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.

**Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
69	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 SF 50. However, Basic Life insurance coverage is always at least \$10,000.
70	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.
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
72	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.
73		Canceled enrollment while in previous agency or office	B01	Canceled health benefits.
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74, use of remark code T11 is not applicable, and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
78	<b>Reserved</b>			
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
80	Office that provides personnel service (including 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).
81	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.

**Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
82	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	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
83			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 10 of this table)
84			P10	Annuity at present is \$ pa. (See Note 11 of this table)

&gt;Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
85	Appointment is made under the Federal career Intern Program, Schedule B, Sec. 213.3202(o)		A32	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If you fail to satisfactorily complete the internship, your employment will be terminated.
86		Employee afforded reemployment rights under Sec. 213.3202(o)(6)(ii)	A33	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete the internship, you will be returned to a position at no lower grade or pay than the position you left to enter the Federal Career Intern Program.
87	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).
88	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).<

## NOTES:

1. Use as many remarks as are applicable.
2. **Reserved.**
3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement.
4. Tenure group in block 24 changes to "3."
5. Service year means a consecutive 12 month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.
6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. **Reserved.**
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. 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.

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments**

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(a) .....	WAM
213.3102(c) .....	WCM
213.3102(d) .....	WDM
213.3102(e) .....	WEM
213.3102(f).....	WFM
213.3102(i)(1) .....	W9N
213.3102(i)(2) .....	W9P
213.3102(i)(3) .....	W9R
213.3102(j).....	WJM
213.3102(k) .....	WKM
213.3102(l).....	WLM
213.3102(n) .....	WNM
213.3102(o) .....	W6M
213.3102(r).....	W9S
213.3102(s).....	W9T
*** .....	***
213.3102(u) - >Severe Physical Disabilities.....	WUM
- Mental Retardation .....	WTA
- Psychiatric Disability .....	WTB<
213.3102(x) .....	WXM

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)**

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(z) .....	WZM
213.3102(aa).....	XAM
213.3102(bb) .....	XBM
213.3102(ff) .....	XFM
*** .....	***
213.3102(ii).....	X9M
213.3102(II).....	XXM
213.31xx - Agency unique Sch A authority .....	XZM
Sch B, 213.3202(a) - Student Temporary Employment Program - for students pursuing:	
- High school diploma .....	Y1K
- Vocational/Technical certificate .....	Y2K
- Associate degree .....	Y3K
- Bachelor's degree .....	Y4K
- Graduate/Professional degree .....	Y5K

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)**

For appointments under:

Use Legal Authority Code:

Sch B, 213.3202(b) - Student Career  
Experience Program - for students  
pursuing:

- High school diploma ..... YBM
- Vocational/Technical certificate ..... YGM
- Associate degree ..... Y3M
- Bachelor's degree ..... Y1M
- Graduate/Professional degree ..... Y2M

Sch B, 213.3202(j) ..... YJM

213.3202(m) ..... YMM

213.3202(n)\* ..... YKB

213.3202(o) ..... YCM

213.32xx. Agency-unique Schedule B authority ..... Y5M

Sch C, 213.33xx. Agency-unique Schedule C authority ..... Y7M

Sch C, 213.3302(a) Temp. transitional Sch C ..... Y9K

Sch C, Authority other than Sch C, 213.33xx,  
(i.e., Law or E.O. which establishes a Sch C  
Position) ..... Y8M

*\*Effective as of November 30, 1999, agencies may no longer make new appointments under this authority; however, prior appointees under this authority may be promoted, demoted, or reassigned within the appointing agency while remaining under this appointing authority as long as there is no break in service.*

**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
1	Employee was required to complete appointment affidavit, Standard Form 61			M01
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20
6	Action is an appointment or a conversion to appointment			M39 and M40
7	SES member is subject to post-employment restrictions under 18 USC 207(c)			M97
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be "C," "E," "K," "L," "M," or "N"			M38

**Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
***	***			***
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46
11		Rule 10 does not apply		M45
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder		B60
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63
14	Office that provides personnel service (including Official Personnel Folder 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 Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)			M10
15	Will be reemployed annuitant			A17

**Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions**

<i>R U L E</i>	<i>If Code is</i>	<i>Then Remark is</i>
14	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, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
15	M40	Previous Retirement coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
16	M45	Employee is automatically covered under FERS.
17	M46	Employee is covered by FERS because of previous election.
18	M97	SES member subject to post-employment restrictions under 18 USC 207(c).
19	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
20	P10	Annuity at present is \$ pa. (See Note 2 of this table)
21	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
***	***	***
23	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 3 of this table)
24	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

## NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. 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.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

**Chapter 14. Promotions; Changes to Lower Grade, Level or Band;  
Reassignments; Position Changes; and Details  
(Natures of Action 702, 703, 713, 721, 740, 741, 769, and 770)**

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## Chapter 14. Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details

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### 1. Coverage.

#### a. This chapter covers:

(1) Promotions; reassignments; changes to lower grade, level or band; and position change actions (meaning personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one senior executive service position to another senior executive service position, in the same agency and with no break in service).

(2) Extension of temporary promotions and temporary position change actions; and

(3) Details.

#### b. This chapter does not cover:

(1) Movement of an employee, with his or her position, to a different organization when *no* change occurs in his or her position title, occupational series, grade, duties, and responsibilities. When such a move is to a different agency as a result of a transfer of function, the action is a Mass Transfer; when such a move is within the agency as a result of a reorganization, the action is a Realignment. (See Chapter 21 for instructions on documenting Mass Transfer and Realignments.)

(2) Movement *between* the competitive, excepted, and senior executive services. Document such a move as a conversion to an appointment. (See instructions in Chapters 9-13.)

(3) Promotion; reassignment; and change to lower grade, level or band for temporary employees. If the employee is serving on a temporary appointment document a change to another position or grade with a conversion to another appointment. (See Chapters 10 and 11.)

(4) Promotion and change to lower grade, level or band of an employee who is serving on a temporary appointment pending establishment of a register in *other than* a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.) However, an employee who is serving on a temporary appointment pending establishment of a register in a Worker-Trainee position, *may* be promoted to grades up to General Schedule 3 or Wage Grade 4 (or equivalent grades in the Federal Wage System).

(5) Actions based on selection from a Civil Service Certificate or under a Direct Hire Authority. Document these actions as conversions to another appointment. (See Chapters 9 and 10.)

### 2. Definitions.

**a. Position Change.** This is a move by an employee to another position during the employee's continuous service under the same appointment within the same agency. When the move establishes the employee's

eligibility for grade retention under 5 U.S.C. 5362, the nature of action is called “Position Change”; it is also called “Position Change” when the employee is already entitled to grade retention and moves to another position at or below the retained grade. A move when the employee is not entitled to, and does not become entitled to, grade retention is a promotion; reassignment; or change to lower grade, level or band. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is an appointment or conversion to appointment.

**b. Promotion.**

(1) For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a temporary promotion.

(2) When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a temporary promotion.

**c. Promotion Not to Exceed** is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under 5 U.S.C. 5362 is temporarily assigned to a position at a grade above the retained grade.

**d. Change to Lower Grade**

(1) For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade.

(2) When both the old and the new positions are under the same type ungraded

wage schedule or in different pay-method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.

**e. Reassignment** is the change of an employee from one position to another without promotion or change to lower grade, level or band. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

**f. Detail.** A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. (An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position.) Unless the agency chooses to use a Standard Form 50 (Notification of Personnel Action), a detail, other than a detail under Rule 1 of Table 14-A, is documented with a Standard Form 52, Request for Personnel Action.

**g. Position Change Not to Exceed** is the temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. (For example, when a General Schedule 7 employee whose

retained grade is General Schedule 9 is temporarily assigned to a position at General Schedule 6 or General Schedule 9, the nature of action is Position Change NTE.)

**h. Agency** [as used in this **Guide**] is any department or independent establishment of the Federal Government, including a Government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this **Guide**; all other organizations within the Department of Defense that have agency codes that begin with “DD” (for example, DD04) are considered as one agency.

### 3. Selection of Legal Authority

**a. Meaning of “equivalent to CS Regs.”** For some actions covered by this chapter, the legal authority you place on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under “5 U.S.C. 75” (chapter 75 of title of 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to 5 U.S.C. chapter 75 (“5 U.S.C. 75 Eq”), or under other procedures. There are some agencies

that are not covered by the civil service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by civil service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow--(ones that are similar to or equivalent to the civil service procedures) or your agency may have followed other procedures that are different from those required by the civil service laws or regulations. If you are not sure whether the employee who is the subject of the action, is covered by civil service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effect the action.*

**b. Actions for Which the Agency Must Select the Authority.** For some actions covered by this chapter, you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, cite that law, Executive Order, or regulation in the authority block on the Standard Form 50, *along with the legal authority code shown in the table.*

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of

conduct reference in the authority block on the Standard Form 50 *along with the legal authority code shown in the table.*

(3) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (2) above, show in the authority block on the Standard Form 50 “5 U.S.C. 302,” *along with the legal authority code shown in the table.* (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) Cite it only when no other authority is appropriate for the action being processed; its use should be very rare.

#### **4. Use of Standard Form 52.**

For change to lower grade, level or band actions that end temporary promotions on their not-to-exceed dates, use of the Standard Form 52 is optional; the Standard Form 50 may be prepared directly from the data in the agency's personnel data system. For details, a Standard Form 52 is used to document the request and approvals when required by Table 14-A. For all other actions described in this chapter, a Standard Form 52 is required to document the requested action and its approvals, and to prepare the Standard Form 50.

#### **5. Special Conditions.**

When effecting promotions; reassignments; changes to lower grade, level or band; or position change actions, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

**a. Employee is eligible for a within-grade increase on the same date.** When the employee is eligible for a within-grade increase (WGI) on the same date as another action (for example, a promotion), both actions may be documented on the same Standard Form 50. (Note that each one is reported separately to the Central Personnel Data File (CPDF).) In these cases, document the within-grade increase action first (in blocks 5A-5F) and then document the promotion action (in blocks 6A-6F) of the Standard Form 50.

**b. Employee's work schedule or the number of hours worked will also change.**

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 the action being processed, 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 other action and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, also enter the new hours per pay period in block 33. When a return to duty and another action (for example, a promotion) are effective on the same date as a change in work schedule or hours, and the return to duty and the other action are being reported 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 Standard Form 50 for each nature of action.

**c. Employee is absent in military service or because of compensable injury.**

Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade, level or band, or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.

File the Standard Form 52, Request for Personnel Action, on right side of the Official Personnel Folder; prepare and

distribute Standard Form 50 after employee returns, moving the Standard Form 52 from right side to the left side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the Standard Form 52 from the employee's folder and destroy it.

**d. An employee on a temporary promotion receives a permanent promotion.**

Unless agency instructions require that an employee who is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

**Job Aid**

**Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details**

STEP	ACTION							
1	Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.							
2	<p>Use job aid, <b>When to Process a Promotion; Change to Lower Grade, Level or Band; Reassignment; Position Change; or Detail</b>, to decide whether the action is a promotion; change to lower grade, level or band; reassignment; position change; or detail.</p> <p>When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to “drop” the employee from its data system, that office uses an agency nature of action in the 900-series to do so.</p>							
3	<p>Use the tables in this chapter to determine appropriate documentation of the action.</p> <table border="1" data-bbox="295 898 1386 1816"> <thead> <tr> <th data-bbox="295 898 799 957"><i>When Action is a</i></th> <th data-bbox="799 898 1386 957"><i>Then</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="295 957 799 1016">Detail</td> <td data-bbox="799 957 1386 1016">Use Table 14-A.</td> </tr> <tr> <td data-bbox="295 1016 799 1816">Promotion; reassignment; change to lower grade, level or band; or position change</td> <td data-bbox="799 1016 1386 1816"> <p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade, Level or Band..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade, Level or Band..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</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> </td> </tr> </tbody> </table>		<i>When Action is a</i>	<i>Then</i>	Detail	Use Table 14-A.	Promotion; reassignment; change to lower grade, level or band; or position change	<p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade, Level or Band..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade, Level or Band..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</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>
<i>When Action is a</i>	<i>Then</i>							
Detail	Use Table 14-A.							
Promotion; reassignment; change to lower grade, level or band; or position change	<p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade, Level or Band..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade, Level or Band..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</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>							
<i>Continued on next page</i>								

## Job Aid

### Instructions for Processing Personnel Actions in Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details (continued)

STEP	ACTION	
4	In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks/remarks codes required by the Office of Personnel Management for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.	
5	A Standard Form 52, Request for Personnel Action, will be used for processing most of the actions in this chapter.	
	<i>If a Standard Form 52 is</i>	<i>Then</i>
	Required for the action	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.  Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.
Not required for the action	Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.	
6	When the Standard Form 52 is used to document a detail, file it on the right side of the employee's Official Personnel Folder (OPF); file the Standard Form 52 for other actions on left side of the employee's Official Personnel Folder. Check <a href="#">The Guide to Personnel Recordkeeping</a> to decide if any of the other documents submitted with or created in connection with the action should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
7	If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, 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 were maintained.	
8	Distribute completed copies of the forms according to your agency's instructions.	

**Job Aid**

**When to Process a Promotion; Change to Lower Grade, Level or Band; Reassignment; Position Change; or Detail**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
1	Employee moves to another position in the same agency.	Is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Move is to a position at the retained grade while employee is on grade retention	
3	Employee, who has been serving on a 703/Promotion NTE, receives another temporary promotion		Promotion NTE (There is no need to process a Change to Lower Grade to end the first temporary promotion. The new Promotion NTE automatically ends first one.)
4	Employee moves from a General Schedule position at grade 15 or below, or an equivalent position, to a senior-level (SL) or scientific or professional (ST) position	Does not begin or continue a period of grade retention as a result of the action	Promotion
5	Employee moves to a position at a higher grade level within the same job classification system and pay schedule		
6	Employee moves to a position with a higher rate of basic pay in a different job classification system and pay schedule		
7	Employee moves from a senior-level (SL) or scientific or professional (ST) position to a General Schedule position at grade 15 or below, or an equivalent position		

**Job Aid****When to Process a Promotion; Change to Lower Grade, Level or Band; Reassignment; Position Change; or Detail (continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade, level or band
9	Employee moves to a lower graded position under the same wage grade schedule		
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category		
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		Detail
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series and grade do not change	Mass Transfer (See instructions in Chapter 21 of this <b>Guide</b> .)
14	Employee moves within your agency when the function employee performs is moved from one organization or activity in your agency to another		Realignment (See instructions in Chapter 21 of this <b>Guide</b> .)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade and in employee's duties and responsibilities).	Change in Data Element (See Chapter 28 of this <b>Guide</b> for instructions.)

**Job Aid**

**When to Process a Promotion; Change to Lower Grade, Level or Band; Reassignment; Position Change; or Detail (continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
16	Employee moves to another position in the same agency or is assigned to a new position description when his or her job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, the grade, or in the duties and responsibilities.)	(NO action is required by the Office of Personnel Management to document the change. If your agency requires that the change be documented, your agency may develop a nature of action code/nature of action in the 900-series to do so.)

**Table 14-A. Documentation of Details**

<i>R U L E</i>	<i>If Detail is</i>	<i>And</i>	<i>Then</i>
1	To State or local government, or other eligible organizations under the authority of the Intergovernmental Personnel Act (IPA) (See Note 3 of this table)	a) Action is a detail; or b) Detail is extended; or c) Detail is terminated	Document with an SF 50: Legal Auth NYM/Reg. 334.101 a) Nature of Action 730/Detail NTE(Date); or b) Nature of Action 731/Ext Detail NTE (Date); or c) Nature of Action 732/Term of Detail NTE (Date)
2	To an international organization		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date.
3	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.
4	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher grade position	Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (see Note 1 of this table)
5		Is to a position with promotion potential	
6		Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.
7	For 120 days or more		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (see Note 2 of this table)

- NOTES: 1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF 52) extends beyond 30 days, prepare an SF 52 showing as the ..... effective date the date on which the detail actually began.
2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF 52) extends to 120 days or more, prepare an SF 52 showing as the effective date the date on which the detail actually began.
3. File the SF-50 on the right side of the OPF. Do not submit this information in your agency's Central Personnel Data File (CPDF) submission.

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**Table 14-B. Promotions in the Competitive Service**

<i>R U L E</i>	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion-NTE (date)	SZR	Reg. 930.204	
2		Is not on a temporary basis	702	Promotion			
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion-NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
4		Is not on a temporary basis	702	Promotion			
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2 of this table)				N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	K13
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent				N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
7	Reclassification of a position at a higher grade because of additional duties and responsibilities				N7M	Reg. 335.102 Reclass	K26

Table 14-B. Promotions in the Competitive Service (Continued)

<i>R U L E</i>	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	The upgrading of a position as a result of the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 U.S.C. 5107	K23
9	The upgrading of a position as a result of the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27
10	Noncompetitive advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Cite specific authority for action (i.e., Reg. 335.102 Career Prom, or an agency specific authority)	
11	Promotion of an employee who is serving in a Worker-Trainee position on a temporary appointment pending the establishment of a register (TAPER)				MBM	Reg. 316.201(b)	

**Table 14-B. Promotions in the Competitive Service (Continued)**

<i>R U L E</i>	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
12	An exception to competitive promotion procedures not described in Rules 7-11 (e.g., repromotion to a grade previously held)	Is on a temporary basis	703	Promotion-NTE (date)	N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	
13		Is not on a temporary basis	702	Promotion			
14	Selection from the Reemployment Priority List	Is to a grade previously held on a nontemporary basis in the competitive service from which the employee was demoted under 5 CFR 351			NUM	Reg. 330.207	
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
16		May be extended without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	

## 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.  
If SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.
3. See Table 14-L to translate codes into actual remarks.

**Table 14-C. Promotions in the Excepted Service**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</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>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288	
2		Is on a temporary basis	703	Promotion- NTE (date)			
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3	
4							
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)	K13
6	Assignment (under circumstances not covered in Rules 1-5) to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
7		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	

**Table 14-C. Promotions in the Excepted Service (Continued)**

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</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>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
8	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)	

## 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.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. See Table 14-L to translate codes into actual remarks.
3. For information on Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).

Table 14-D. Reassignments in the Competitive Service

<i>R U L E</i>	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Reassignment of an Administrative Law Judge under conditions described in Reg. 930.205	721	Reassignment	SZS	Reg. 930.205	
2	Competitive selection under agency merit promotion or merit staffing procedures			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
3	Reduction in force			PNM	Reg. 351.603	
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	Cite specific authority for action (i.e., Reg. 351.201(b), or an agency specific authority)	
5	Contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)	
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position			L9M	Cite specific authority for action (i.e., Reg. 315.907, or an agency specific authority)	K43
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 U.S.C. 5107	K23

**Table 14-D. Reassignments in the Competitive Service (Continued)**

<i>R U L E</i>	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when Rule 7 does not apply	721	Reassignment	N7M	Reg. 335.102 Reclass	K27
9	Employee moves to a position with greater growth potential or offering opportunity for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	Cite specific authority for action (i.e., Reg. 335.120 Except to Comp, or an agency specific authority)	
10	Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207	
11	Selection from the agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
12	Reassignment when Rules 1-11 do not apply			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	

**NOTES:**

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.222(c).
2. *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.  
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.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. See Table 14-L to translate codes into actual remarks.

**Table 14-E. Reassignments in the Excepted Service**

<i>R U L E</i>	<i>If Reassignment Is</i>	<i>Then NOAC Is</i>	<i>Nature of Action Is</i>	<i>Legal Auth Code Is (See Notes below)</i>	<i>And Legal Authority Is</i>
1	Of a VRA appointee	721	Reassignment	J8M	Pub. L. 107-288
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3
3	Effected under reduction-in-force procedures			PNM	Reg. 351.603
4	Because of contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth. code as was used for the appt.)	(Same authority as was used for the appointment)

## NOTES:

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.222(c).
2. **If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this table and ZLM, if used.** *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. If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. For information on Schedule A, B, and C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).

**Table 14-F. Reassignments in the Senior Executive Service**

<i>R U L E</i>	<i>If Employee Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is (See Notes below)</i>	<i>And Authority Is</i>
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 U.S.C. 4314(b)(3)
2		Action results from reduction in force			VDM	5 U.S.C. 3595(b)(3)(A)
3		Action is not described in Rules 1 or 2 above			V5M	5 U.S.C. 3395(a)(1)(A)
4	Serving on an SES Noncareer Appt				V9M and AWM	5 U.S.C. 3395(d)(1) and OPM Form 1652
5	Serving on an SES Limited Emergency Appt				V7M and AWM	5 U.S.C. 3395(b)(1) and OPM Form 1652
6	Serving on an SES Limited Term Appt				V8M and AWM	5 U.S.C. 3395(b)(2) and OPM Form 1652

## 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 14-G. Changes to Lower Grade, >Level or Band< in the Competitive Service (See Note 1 of this table)**

<i>R U L E</i>	<i>If the Basis for the Action is</i>	<i>And</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>	<i>Remarks (See Note 3 of this table)</i>
1	Competitive selection under agency merit promotion or merit staffing procedures			713	Chg to Lower Grade, Level or Band	N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	K16, X37, X45
3		Employee is <i>not</i> entitled to grade retention under 5 U.S.C. 5362				K16		
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM	Reg. 351.603	

**Table 14-G. Changes to Lower Grade, Level or Band in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis for the Action is</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 (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
5	Placement in lieu of separation when employee has no reduction-in-force assignment right	Employee is not entitled to grade retention	713	Chg to Lower Grade, Level or Band	N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority), and Cite specific authority for action (i.e., Reg. 351.201(b), or an agency specific authority)	
6	Placement resulting from contracting out of functions under Office of Management and Budget Circular A-76 when employee is not entitled to grade retention				PNR	Reg. 351.603 (A-76)	
7	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is effected under 5 U.S.C. chapter 75			VGP and VAJ	5 U.S.C. 5107 and 5 U.S.C. ch. 75	K23
8		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VGP and VHJ	5 U.S.C. 5107 and 5 U.S.C. 75 Eq	
9		Action is not covered by Rules 7 and 8			VGP and USM	5 U.S.C. 5107 and (Cite authority for the action)	

**Table 14-G. Changes to Lower Grade, Level or Band in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis for the Action is</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 (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. ch. 75	713	Chg to Lower Grade, >Level or Band<	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27
11		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75			VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass	
12		Action is not covered by Rules 10 and 11			USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass	
13	An exception to competitive staffing procedures not covered under Rules 7-12				N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	
14					Employee's request to be moved to a lower grade, level or band position	N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)

**Table 14-G. Changes to Lower Grade, Level or Band in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis for the Action is</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 (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (see Note 4 of this table)		713	Chg to Lower Grade, Level or Band	L9M	Cite specific authority for action (i.e., Reg. 315.907, or an agency specific authority)	K43
16	An order of the Merit Systems Protection Board				VAA	5 U.S.C. 1204	
17	Employee's unacceptable performance (when conduct is not a factor)	Action is effected under 5 CFR part 432			QGM	Reg. 432.101	
18		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 432			QHM	Reg. 432.101 Eq	
19		Action is effected under 5 CFR part 752, subpart D			VWP	5 U.S.C. 7513	
20		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 752, subpart D			VWR	5 U.S.C. 7513 Eq	

**Table 14-G. Changes to Lower Grade, Level or Band in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis for the Action is</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 (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
21	Selection from the agency's Reemployment Priority List		713	Chg to Lower Grade, Level or Band	NUM	Reg. 330.207	
22	Selection from the agency's Career Transition Assistance Plan				ABR	Reg. 330.608	
23	Is not covered by Rules 1-22 and does not entitle employee to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. chapter 75			VAJ and N2M	5 U.S.C. 75 and Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
24		Action is effected under agency adverse action procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and N2M	5 U.S.C. 75 Eq and Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
25		Action is not covered by Rules 23 and 24			USM and N2M	(Cite agency authority for Change to Lower Grade), and Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	

## NOTES:

1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table 14-I.
2. *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.
3. Codes in Column H are for required remarks. See Table 14-L to translate codes into actual remarks.
4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory or managerial position is a "740/Psn Chg" action; follow the instructions in Table 14-I.

**Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Change to lower grade, level or band of VRA appointee			713	Chg to Lower Grade, Level or Band	J8M	Pub. L. 107-288	
2	Change to lower grade, level or band of a non-U.S. citizen serving overseas under CS Rule 8.3					BPM	CS Rule 8.3	
3	Reduction in force when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM and (same auth code as was used for the appt)	Reg. 351.603 and (same authority as was used for the appointment)	
4	Placement resulting from contracting out of functions under OMB Circular A-76					PNR and (same auth code as was used for the appt)	Reg. 351.603 (A-76) and (same authority as was used for the appt)	

Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
5	To return employee to prior grade upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted the temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade <i>higher</i> than the retained grade	713	Chg to Lower Grade, Level or Band	(same auth code as was for Prom NTE)	(same authority as used for the Promotion NTE)	K16, X37 and X45
6		Employee is not entitled to grade retention						K16
7	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under adverse action procedures of 5 U.S.C. ch. 75			VUJ and (same auth code as was used for the appt)	5 U.S.C. 75 Reclass and (same authority as was used for the appt)	K27

**Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75	713	Chg to Lower Grade, Level or Band	VVJ and (same auth code as was used for the appt)	5 U.S.C. 75 Reclass Eq and (same authority as was used for the appt)	K27
9	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is not covered by Rules 7 or 8			U3M and (same auth code as was used for the appt)	(Cite agency authority for Change to Lower Grade because of reclassification) and (same auth as was used for the appt)	
10	Employee-initiated action to move to lower grade, >level or band< position that can be filled under the authority that was used for the employee's appointment					(same auth code as was used for the appt)	(same authority as was used for the appt)	

Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
11	Employee's unacceptable performance (when conduct is not a factor)	Action is effected under 5 CFR part 432		713	Chg to Lower Grade, Level or Band	QGM	Reg. 432.101	
12		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 432				QHM	Reg. 432.101 Eq	
13		Action is effected under 5 CFR part 752, subpart D				VWP	5 U.S.C. 7513	
14		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 752, subpart D				VWR	5 U.S.C. 7513 Eq	
15	Reserved							

**Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board			713	Chg to Lower Grade, Level or Band	VAA	5 U.S.C. 1204	
17	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under adverse action procedures of 5 U.S.C. chapter 75			VAJ and (same auth code as was used for the appt)	5 U.S.C. 75 and (same authority as was used for the appt)	
18			Is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and (Same auth code as was used for the appt)	5 U.S.C. 75 Eq and (same authority that was used for the appt)	

**Table 14-H. Changes to Lower Grade, Level or Band in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under conditions not covered in Rules 17 and 18	713	Chg to Lower Grade, Level or Band	USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)	

## NOTES:

1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.
2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite *ABR: Reg 330.608* following the authorities required by this table and ZLM, if used. *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* as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or [The Guide to Personnel Data Standards](#). If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. See Table 14-L to translate codes into actual remarks.

**Table 14-I. Position Change Actions in the Competitive Service**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Psn Chg	N2M and RJM	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority), and Reg. 536.202(a)	X37, X61, and X45
2		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
3	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Action is the initial demotion				VGP	5 U.S.C. 5107	K23, X37, X61, and X45
4		Action is a subsequent demotion during grade retention period						
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 2 of this table)	Action is the initial demotion				N2M and VQJ	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority), and 5 U.S.C. 5362(b)	X37, X61, and X45
6		Action is a subsequent demotion during grade retention period						
7	Reduction in force when employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion				PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
8		Action is a subsequent demotion during grade retention period						

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion		740	Psn Chg	N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority), and Cite specific authority for action (i.e., Reg. 351.201(b), or an agency specific authority)	X37, X45, and X61
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61
11	Contracting out of functions under Office of Management and Budget Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion				PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12		Action is a subsequent demotion during grade retention period						
13	Movement of employee, as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention						

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

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

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
20	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is without time limitation	Agency's Reemployment Priority List	740	Psn Chg	NUM	Reg. 330.207	X65
21			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
22			Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is on a time-limited basis	Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
25			Agency's Reemployment Priority List			NUM	Reg. 330.207	

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Reemployment Priority List	770	Ext of Psn Chg NTE (date)	NUM	Reg. 330.207	K12
27			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
28			Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	
29	Extension of Position Change NTE	Competitive procedures were not used for this extension or for the initial Position Change Not to Exceed				N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	

NOTES:

1. See Table 14-L to translate codes into actual remarks.
2. Use Nature of Action 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.
3. Document as a *detail* a temporary or time-limited assignment to a position at the *same grade* as that of the position the employee occupies.
4. When employee is moved to a position at a grade higher than the retained grade, document the action as a 702/Promotion or 703/Promotion NTE (date).

**Table 14-J. Position Change Actions in the Excepted Service**

<i>R U L E</i>	<i>If Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Reorganization or reclassification decision that management has announced in writing	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion	740	Psn Chg	(Same auth code as was used for the appt) and RJM	(Same authority as was used for the appt) and Reg. 536.202(a)	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Employee is serving under the VRA authority	Action is the initial demotion			J8M and RJM	Pub. L. 107-288 and Reg. 536.202(a)	X37, X61 and X45
4			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
5	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3 of this table)	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion			(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X61 and X45

**Table 14-J. Position Change Actions in the Excepted Service (Continued)**

<i>R U L E</i>	<i>If Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
6	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3 of this table)		Action is a subsequent demotion during grade retention period	740	Psn Chg	(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X38, X61 and X45
7		Employee is serving under the VRA authority	Action is the initial demotion			J8M and VQJ	Pub. L. 107-288 and 5 U.S.C. 5362(b)	X37, X61, and X45
8			Action is a subsequent demotion during grade retention period					
9	Reduction in force	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion			PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period					

**Table 14-J. Position Change Actions in the Excepted Service (Continued)**

<i>R U L E</i>	<i>If Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
11	Contracting out of functions under OMB Circular A-76	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion	740	Psn Chg	PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
13	Movement of an employee who is already on grade retention to a position at a grade below his or her retained grade when grade retention continues	Assignment is made under the authority that was used for employee's appointment	Change is on a time-limited basis (see Note 4 of this table)	741	Psn Chg NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	X37, X61, and X45
14			Change is without limitation	740	Psn Chg			
15		Employee is serving under the VRA authority	Change is on a time-limited basis (see Note 4 of this table)	741	Psn Chg NTE (date)	J8M	Pub. L. 107-288	X37, X61, and X45
16			Change is made without time limitation	740	Psn Chg			

Table 14-J. Position Change Actions in the Excepted Service (Continued)

<i>R U L E</i>	<i>If Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
17	Employee who is on grade retention moves back to a position at his or her retained grade (see Note 5 of this table)	Change is made under the authority that was used for employee's appointment	Change is on a time- limited basis	741	Psn Chg NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	
18			Change is without time limitation	740	Psn Chg			X36
19		Employee is serving under the VRA authority	Change is on a time-limited basis	741	Psn Chg NTE (date)	J8M	Pub. L. 107-288	
20			Change is without time limitation	740	Psn Chg			X36
21	To extend a position change NTE			770	Ext of Psn Chg NTE (date)	(Same auth code as for the Psn Chg NTE)	(Same authority as for the Psn Chg NTE)	

## NOTES:

1. **If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this table and ZLM, if used.**
2. See Table 14-L to translate codes into actual remarks.
3. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to another position.
4. Document as a *detail* a temporary assignment to a position at the same grade as that of the position the employee occupies.
5. When employee is moved to a position at a grade higher than the retained grade, the action is documented as a 702/Promotion or 703/Promotion NTE (date).

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02
3	Cancelled health benefits enrollment		B01
4	Is occupying a successor position in the competitive service	The grade or series of the position is being changed by reclassification of substantially the same duties	K19
5	Is entitled to a retained (or saved) rate of pay	Under an authority other than 5 CFR part 536	P17
6	Has had retained (or saved) rate of pay	The action will terminate retained (or saved) rate of pay	X42
7	Is being promoted	Action results in termination of grade retention entitlement	X36
8		Will have salary set on the basis of a higher rate earned previously	P01
9	Is being returned to the permanent position after a temporary promotion	While on temporary promotion completed requirements for WGI at the grade of the permanent position	P19
10	Is being placed in a General Schedule position where employee will supervise higher paid employees under another pay system	Employee's rate of pay is being adjusted so employee will be paid at a higher rate than the employees supervised	P72
11	Qualifies for the position based on a training agreement	The action places the employee directly into the target occupation	E56

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
12	Has satisfactorily completed training under an agreement that placed employee directly into the target occupation		E37
13	Is changing position title, series, or grade	Change is a result of a position survey	K27
14		Change is a result of a change in classification standards	K23
15	Requests a reassignment to a position with less promotion potential or requests a change to lower grade, level or band		M20
16	Is being repromoted to a grade not above that from which downgraded	The downgrade was not from personal cause or at the employee's request	K17
17	Is in the excepted service	Has been selected for the position under an agency merit promotion or merit staffing program	K12
18	Was selected for reassignment without regard to agency's merit staffing and merit promotion requirements	Position for which selected is at the full performance level (i.e., position is not at a grade below the target grade of an established career ladder or training program and/or otherwise being filled at a grade below the full performance level grade of the position)	K18
19	Is in the competitive service	Position to which employee is being assigned has promotion potential	K20
20	Has been serving on a Promotion NTE		K16
21	Has been serving on a Position Change NTE		K50

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49
27		Pay retention entitlement is terminated	X42 and X49
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20
29		Action results in termination of pay retention benefits	X42 and M20
30			M20
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41
33			X40

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60
37	Will receive payment for AUO as part of his or her total salary		P81
38	Is detailed to a State or local government, or other eligible organization under the IPA		K46
39	Will receive availability pay as part of his or her total salary		P99

NOTE: See Table 14-L to translate codes into actual remarks.

**Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)**

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.
4	E44	Probationary period for supervisory (or managerial) position not required.
5	E45	Probationary period for supervisory (or managerial) position completed.
6	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
7	E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
8	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
9	K01	Qualification requirements modified because of general OPM amendment.
10	K02	Qualifications waived per Reg. 351.703.
11	K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
12	K13	Removes temporary limitation placed on the last action.
13	K16	From Promotion NTE (date).
14	K17	Repromotion to grade, level or band not above that from which downgraded without personal cause and not at employee's request.
15	K18	Position is at the full performance level.
16	K19	Successor position—employee retained in competitive service.

**Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change) (Continued)**

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
17	K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
18	K23	Result of change in classification standards.
19	K26	Result of additional duties and responsibilities.
20	K27	Result of position review.
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
22	K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)
23	K50	From Position Change NTE (date).
24	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan; grade, level or band; rate).
27	P05	Special rate under 5 U.S.C. 5305.
28	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level or band; and step if applicable).
29	P19	Salary includes WGI for which employee became eligible on (date).
30	P72	Salary in block 20 includes supervisory differential of \$_____.
31	P81	Salary in block 20 includes AUO of \$_____.
32	P99	Salary in block 20 includes availability pay of \$_____.

**Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change) (Continued)**

<i>R U L E</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
33	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
34	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
35	X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
36	X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
37	X40	Employee is entitled to pay retention.
38	X41	Salary is 150% of maximum rate of grade to which assigned.
39	X42	Pay retention entitlement terminated.
40	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, promotion and training eligibility.
41	X49	Change to lower grade, level or band is for personal cause.
42	X61	Retained grade will not be used for purposes of reduction in force.
43	X65	Grade retention entitlement is terminated.

**Job Aid****Effects of Nonpay Status**

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

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

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

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

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

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
5	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage		B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (see Note 2 of this table)
6	Nature of action code is 473	Has Federal Employees Health Benefits Program coverage		B66	>An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.<

## NOTES:

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

## Chapter 17. Pay and Step Changes

### 1. Coverage.

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

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

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

### 2. Definitions.

**a. Adjusted basic pay** is the sum of an employee's rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531,

subpart F and any special rate supplement under 5 CFR part 530, subpart C.<

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**o. >Retention Incentives** are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754).<

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

<i>R U L 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>
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	>Reg WRI<	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	>Reg Perf Pay<	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	>Irreg Perf Pay<	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. >531.207< and (Cite E.O. that established new rates)

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

<i>R U L 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>
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. >530.322(a)< 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. >530.322(c)< and Cite OPM issuance that published new rates)
9		Employee is not entitled to grade or pay retention			QHP and ZLM	Reg. >530.322(a)< and (Cite OPM issuance that published new rates)
10	Initial establishment of, or change in, special >base< rate for a law enforcement officer *** (see Note 3 of this table)				ZTW	P.L. 101-509, Sec. 403
11	Decrease in or discontinuance of special rate >schedule<	Employee's existing >special rate is equal to one of the rates in the new highest applicable rate range for the employee's grade or level<	899	Step Adj	QKP and ZLM	Reg. >530.323 < and (Cite OPM issuance that published new rates)
12		Employee's existing >special rate is greater than the maximum rate of the new highest applicable rate range for the employee's grade or level<			QMP and ZLM	Reg. >530.323< and (Cite OPM issuance that published new rates)
13		>Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level.<	894	Pay Adj	QLP and ZLM	Reg. >530.323< and (Cite OPM issuance that published new rates)

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

<i>R U L 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>
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. >531.242(a)< (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 (Continued)

<i>R U L 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>
22	Termination of pay retention because employee declined a reasonable offer		894	Pay Adj	VTJ	5 USC >5363(e)(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)
** *	***		***	***	***	***
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 (Continued)**

<i>R U L 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>
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	>Decrease in or discontinuance of special rate schedule	Employee is not entitled to pay retention under 5 CFR part 536	894	Pay Adj	QLM and ZLM	Reg. 530.323(c) and (Cite OPM issuance that published new rates)
31		Special rate is terminated because the employee is entitled to a higher rate of basic pay			ZLM	P.L. 108-44, Sec. 301, dated 10/3/04<
> 32 <	An adjustment in employee's basic rate of pay that is not described in Rules >1-31<		894	Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 7 and 8 of this table)

&gt;Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L 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>
33	Establish or change retention incentive where employee receives bi-weekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
34		Payment is terminated			VPX	(Enter law, E.O., or regulation that authorizes the action)
35		Payment is 25% or less for an individual or 10% or less for a group			VPR	5 U.S.C. 5754(e)
36		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
37		Payment is terminated			VPY	(Enter law, E.O., or regulation that authorizes the action)<

## 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 >base< 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.
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 17-16 thru 17-20 are blank as Table 17-B has been deleted.**

**Table 17-C. Pay and Step Changes Under Prevailing Rate Systems**

<i>R U L 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	>Reg WRI<	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<
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. >536.304(b)(1)<

**Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)**

<i>R U L 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>
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)**

<i>R U L 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>
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(e)(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)**

<i>R U L 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>
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

&gt;Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L 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>
20	Establish or change retention incentive where employee receives bi-weekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	(Enter law, E.O., or regulation that authorizes the action)
22	Establish retention incentive when a service agreement is required	Payment is 25% or less for an individual or 10% or less for a group			VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	(Enter law, E.O., or regulation that authorizes the action)<

## NOTES:

1. "Reserved".
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.

&gt;Page 17-26 is blank&lt;

**Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System**

<i>R U L 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>
1	Within-grade increase, >or within range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successfully or higher get the same within-range increases on same regular cycle<	893	>Reg WRI<	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		Change is not described in Rules 2-3				(Cite authority for the increase) (See Note 1 of this table)

**Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)**

<i>R U L 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>	
5	Increase in the rate of basic pay of an SES member	An authorized agency official approves an increase in pay more than once during a 12-month period as stated in 5 CFR 534.404(c)	894	Pay Adj	VWT	>Reg.< 534.404(c)(4)	
6					Adjustment in pay is not considered a “pay adjustment” for the purpose of applying the 12-month rule	VWZ	>Reg.< 534.404(c)(3)
7					Adjustment in the rate of basic pay for SES member	VWH	5 U.S.C. 5383
8	Initial establishment of or increase in special rate schedule				QHP and ZLM	Reg. >530.322(a)< and (Cite OPM issuance that published new rates)	
9	Decrease in or discontinuance of special rate >schedule<	Employee's existing >special rate is equal to one of the rates in the new highest applicable rate range for the employee’s grade or level<	899	Step Adj	QMP and ZLM	Reg. >530.323< and (Cite OPM issuance that published new rates)	
10					Employee's existing >special rate is greater than the maximum rate of the new highest applicable rate range for the employee’s grade or level<	QKP and ZLM	Reg. >530.323< and (Cite OPM issuance that published new rates)

**Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)**

<i>R U L 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>
11	Decrease in or discontinuance of special rate >schedule<	Employee's existing >special rate is between two rates in the new highest applicable rate range for the employee's grade or level<	894	Pay Adj	QLP and ZLM	Reg. >530.323< and (Cite OPM issuance that published new rates)
>12		Employee is not entitled to pay retention under 5 CFR part 536			QLM and ZLM	
>13<	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
>14<	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304
>15<	Establishment, change in, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
>16<	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

&gt;Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R U L 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>
17	Performance-based pay increase provided on a regular cycle (e.g., annual)	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher	891	Reg Perf Pay	Q3A	Cite appropriate law, E.O., or regulation that authorizes the action
18	Performance-based pay increase provided on an irregular basis		892	Irreg Perf Pay	Q3B	Cite appropriate law, E.O., or regulation that authorizes the action<
19	Establish or change retention incentive where employee receives bi-weekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
20	Establish retention incentive when a service agreement is required	Payment is terminated			VPX	(Enter law, E.O., or regulation that authorizes the action)
21	Establish retention incentive when a service agreement is required	Payment is 25% or less for an individual or 10% or less for a group			VPR	5 U.S.C. 5754(e)
22	Establish retention incentive when a service agreement is required	Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
23	Establish retention incentive when a service agreement is required	Payment is terminated			VPY	(Enter law, E.O., or regulation that authorizes the action)<

## NOTES:

1. 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; >for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b;< 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.

**Table 17-E has been deleted**

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

<i>R U L E</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) (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	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.
***	***	***	***	***
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) (Continued)**

<i>R U L E</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, level, or band].<	
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, level, or band].<

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

<i>R U L E</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.
***	***		***	***
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 \$__.
***	***		***	***

Table 17-F. Codes and Remarks for Pay and Step Changes (\*Use as many remarks as 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>
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 <	Action is an 895/Locality Payment	Rules 29-31 do not apply	P92	Salary includes a locality-based payment of _%.
> 31 <	Action is for an SES member	Employee is subject to the post-employment restrictions under 18 USC 207(c).	M97	SES member subject to post-employment restrictions under 18 USC 207(c).

**Table 18-A. Documenting Exceptions to Reduction in Force Release**

<i>R U L E</i>	<i>If the employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
1	On Sick Leave at agency's discretion		755	Exception to RIF Release	PTR	Reg. 351.608(d)	M91
2	On Annual Leave at agency's discretion (agency is <i>not</i> covered by chapter 63 of title 5, U.S.C.)	To reach first retirement eligibility (See Note 2 of this table)			PTT	Reg 351.608(e)(1)	M90
3		To establish first eligibility to carry health benefits into retirement			PTS	Reg. 351.608(e)(1)	
4	On Annual Leave authorized as a mandatory exception (agency <i>is</i> covered by chapter 63 of title 5, U.S.C.)	To reach first retirement eligibility (See Note 2 of this table)			PTP	Reg. 351.606(b)	
5		To establish first eligibility to carry health benefits into retirement			PTU	Reg. 351.606(b)	
6	In duty, leave without pay, or leave status for up to 90 days	To continue an activity without undue interruption			PTM	Reg. 351.608(b)	
7		For other reasons when a higher standing employee is not affected			PTK	Reg. 351.608(f)	

**Table 18-A. Documenting Exceptions to Reduction in Force Release (continued)**

<i>R U L E</i>	<i>If the employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
8	In duty, leave without pay, or leave status	To enable the agency to satisfy a Government obligation	755	Exception to RIF Release	PTL	Reg. 351.608(c)	M92
9	To satisfy rights following restoration after military service				PTJ	Reg. 351.606(a)	
10	For more than 90 days to avoid undue interruption				PTH	Reg. 351.607	
11	In a liquidation situation: employees are released without regard to service date (See Note 3 of this table)				PTG	>Cite specific authority for action (i.e., Reg. 351.605, or an agency specific authority)<	M93

**NOTES:**

1. See Table 18-B to translate codes into actual remarks.
2. First retirement eligibility is when the employee becomes eligible for an immediate annuity under optional or discontinued service retirement, whichever occurs first.
3. Liquidation situation exists when an agency will abolish all positions in a competitive area within 180 days.

**Table 24-B. Documenting Change in Work Schedule and Change in Hours**

<i>R U L E</i>	<i>If</i>	<i>And the</i>	<i>And the</i>	<i>And the action</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 U.S.C 6101
2			Change is NOT requested by the employee	>Is a management-initiated change in work schedule from full-time to other than full-time in lieu of RIF separation<			RAH	>Reg. 351.704(a)(2)<
3				>Does not meet the action described in Rule 2 above<			VXM	5 U.S.C. 6101
4			Total number of work hours increases or remains the same					
5	The employee's work schedule is part-time (code "P," "Q," "S," or "T.")	Total number of work hours changes			782	Chg in Hours		

Page 24-8 is blank.

Table 28-A. Processing Changes in Data Elements (continued)

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	5 U.S.C. chapter 84	
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204	
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	5 U.S.C. 552a(e)(5)	
> 13	Correction effected under Pub. Law 106-265 (Federal Erroneous Retirement Coverage Corrections Act), dated September 19, 2000				ZSL	Pub. Law 106-265 (FERCCA), dated September 19, 2000<	

**Table 28-A. Processing Changes in Data Elements (continued)**

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	
13	Employee who has been excluded from the Federal Employees Retirement System because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	Retirement Plan (30)	803	Chg in Retirement Plan	CGM	5 U.S.C. 552a(e)(5)	
14	An Executive order or law or a change in position's designation even though the employee's position series and grade do not change (e.g., from law enforcement to non-law enforcement)						

## Chapter 29. Bonuses and Awards

### 1. Coverage.

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

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

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

### 2. Separation Incentive.

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

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

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

### 3. Senior Executive Service Rank, and Senior Career Employee Rank Awards.

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

**b. Standard Form 50.** A Standard Form 50 should be prepared to document Senior Executive Service Rank, and Senior Career Employee Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

### 4. All Other Awards and Bonuses.

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

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

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

Recruitment >Incentive,<  
Relocation >Incentive,<  
Student Loan Repayment,  
Individual Cash,  
Group Cash,  
Individual Suggestion/Invention,  
Group Suggestion/Invention,

Foreign Language Awards,  
Travel Savings Incentive,  
Individual Time Off,  
Group Time Off,  
Referral Bonus and  
Senior Executive Service Performance Award.

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

**Table 29. Bonuses and Awards**

<i>R U L E</i>	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to an individual employee	Cash Award is based on contribution/performance	840	Individual Cash Award
2		Cash Award is based on suggestion/invention	842	Individual Suggestion/ Invention Award
3		Employee will receive time off as a result of achievement	846	Individual Time Off Award
4	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions.	841	Group Cash Award
5		Award is based on a group suggestion/invention	843	Group Suggestion/ Invention Award
6		A group of employees will receive time off as a result of achievements	847	Group Time Off Award
7	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job		844	Foreign Language Award
8	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place	845	Travel Savings Incentive
9	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses	848	Referral Bonus
10	Given to employee to repay student loan		817	Student Loan Repayment

**Table 29. Bonuses and Awards (continued)**

<i>R U L E</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	>Presidential Rank Award (Meritorious)	Employee is a member of the SES	878	Presidential Rank Award	V7G	5 U.S.C. 4507(e)(1)
		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			VPN	5 U.S.C. 4507a(c)
14	Presidential Rank Award (Distinguished)	Employee is a member of the SES			V8G	5 U.S.C. 4507(e)(2)
		Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.			V9P	5 U.S.C. 4507a(c)<
15	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384

Table 29. Bonuses and Awards (continued)

<i>R U L E</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>
16	>A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
17		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
18		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
19	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
20		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
21		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)<
>22<	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. 9902(i)
>23<		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
>24<		Not Rule >22 or 23<			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.

**Table 30-B. Remarks Required for Retirement Actions (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
***	***			***
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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**Table 30-C. Remarks and Codes**

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
6	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
7	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
8	M26	Employee was advised of opportunity to file grievance and elected to do so.
9	M27	Employee was advised of opportunity to file grievance and elected not to do so.
10	M58	No SES reinstatement rights.
11	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
12	M67	Forwarding address:
13	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
14	N26	Lump-sum payment to cover (number) hours ending (date and hour).
15	N27	Lump-sum payment to be made for any unused annual leave.
16	P05	Special rate under 5 U.S.C. 5305.

**Table 30-C. Remarks and Codes (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
17	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
18	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
***	***	***
20	Reserved	
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

**Table 31-B. Documenting Separations Other than Resignations and Retirements**

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
1	Because of death of employee		350	Death		(No entry required)
2	Because employee moves without break in service from one Senior Executive Service position to another in a different agency (see Note 1 of this table)		352	Termination- Appt In (Agency)	VCR	5 U.S.C. 3395
3	When an Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by the appointing officer	Action is based on unacceptable performance during the Senior Executive Service probationary period			VDJ	5 U.S.C. 3594(a)
4		Action is based on less than fully successful performance following the Senior Executive Service probationary period			VCS	5 U.S.C. 3594(b)(1)
5		Action is based on reduction in force			VCT	5 U.S.C. 3594(b)(2)
6		Action is based on failure to be recertified			VCW	5 U.S.C. 3594(b)(3)
7		Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (see Notes 1 and 2 of this table)	Separation is because function moves from one agency to another			PDM
8		Employee accepts job at a higher grade			DFM	>Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)<

**Table 31-B. Documenting Separations Other than Resignations and Retirements (Continued)**

<i>R U L E</i>	<i>If Separation Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (see Notes 1 and 2 of this table)	Employee accepts a job at a lower grade job	352	Termination- Appt In (agency)	DKM	>Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)<
10		Employee accepts a job at the same grade or in a different pay system			DBM	>Cite specific authority for action (i.e., 5 CFR part 715, or an agency specific authority)<
11	To transfer to an international organization				PZM	Reg. 352.308
12	To accept appointment with the American Institute in Taiwan				ZPM	P.L. 96-8
13	Because employee is entering on duty with the uniformed services	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation-US	Q3K	5 CFR part 353
14	Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited		355	Termination-Exp of Appt		(No Entry Required)

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
29	N23	Not entitled to severance pay.
30	N26	Lump-sum payment to cover (number) hours ending (date and hour).
31	N27	Lump sum payment to be made for any unused annual leave.
32	N59	OPF retained by (name & address of office).
33	P05	Special rate under 5 U.S.C. 5305.
34	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
35	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
***	***	***
37		Reserved
38	P80	Salary in block 12 includes supervisory differential of \$_____.
39	P82	Salary in block 12 includes AUO of \$_____.
40	P98	Salary in block 12 includes availability pay of \$_____.
41	R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
42	R52	Reason(s) for declination of assignment: (enter reason(s)).
43	R53	Reason(s) for declination of relocation: (enter reason(s)).
44	R55	Refused job offer because: (reasons given by employee).

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
45	S20	(State the conditions under which the employee abandoned the position.)
46	S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
47	S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
48	S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
49	S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
50	S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
51	S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
52	S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
53	S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
54	S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
55	S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
56	S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
57	S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
58	S46	Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation).
59	S47	Reason(s) for removal: (state reason(s)).
60	S48	Reason(s) for termination: (state reason(s)).
61	S51	RIF notice dated (date).

**Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations**

<i>R U L E</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
1	C02	Employee found to be ineligible for (type) retirement.	“Employee found to be ineligible for voluntary retirement.”
2	C03	Retroactive restoration.	
3	C04	Retroactive change to intermediate grade, >level or band.<	
4	C06	Retroactive change to former grade, >level or band.<	
5	C07	Retroactive change to lower grade, >level or band.<	
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	“Also corrects same item on personnel action 702 Promotion dated 11-27-88.” (see Note 2)
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ( ).	“Also corrects 100 Career Appt. effective 08-07-94, item 34, to add `1'.” (see Notes 1 and 2)
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	“Corrects date of separation from 12-17-88 to avoid a break in service when employee was appointed by Department of Agriculture.”
9	C11	Corrects item (number) from ( ).	“Corrects item 3 from 05-18-61.” (see Note 1)
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	“Also corrects same items on all previous actions from 05-10-88 to 11-12-88.” (see Notes 2 and 5)
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number ( ) from ( ).	“Also corrects 170 Exc Appt, effective 10-16-88, item number 24, from '3'.” (see Notes 1 and 2)
12	C14	(Explain why the action is cancelled.)	“Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension”
13	C15	This Notification of Personnel Action replaces a previously executed one.	
14	C16	This Notification of Personnel Action prepared by (name of employing office).	“This Notification of Personnel Action prepared by Defense Communications Agency, Arlington, Va.”
15	C17	Completes item (number) which was omitted.	“Completes item 33, which was omitted.” (see Note 1)
16	C18	Corrects item (number) to read: (enter only the correct remarks).	

**Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations (Continued)**

<i>R U L E</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.	
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.	
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes).	“Service from 11-07-88 through 12-02-88 may be credited for qualifications purposes, and for leave accrual and RIF retention purposes and for completion of initial appointment probation.” (see Note 3.)
20	C27	Entitled to backpay under 5 U.S.C. 5596.	
21	C28	Active duty begins (date).	“Active duty begins 01-03-89.”
22	C30	Nature of action and code shown on original action are no longer in use.	
23	M80	Variation under CS Rule 5 approved by OPM on (date).	
24	P01	Previously employed at >(pay plan; grade, level or band; rate).<	“Previously employed at GS 13, \$28623 p.a.”

**NOTES:**

1. Repeat the remark for each Standard Form 50 block being corrected.
2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected.
3. See Chapter 3, Figure 3-2, to determine purposes for which service is creditable.
4. Reserved.
5. “To” date is the date of the action immediately preceding the one being corrected.

## Chapter 35. Glossary of Terms Used in Processing Personnel Actions

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

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

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

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

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

**ADJUSTED BASIC PAY** >is the rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531, subpart F and any special rate supplement under 5 CFR part 530, subpart C.<

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

**AGENCY [as used in this Guide]**—Any department or independent establishment of the Federal Government, including a Government-owned or -controlled corporation, that has the authority to hire employees in the competitive,

excepted, and senior executive service. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Guide; all organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

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

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

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

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

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

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

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

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

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

**AUTHORITY SUFFIX**—See **LEGAL AUTHORITY SUFFIX**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**REASSIGNMENT**—The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

**RECRUITMENT BONUS**—A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753) >[The term “Recruitment Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]<

>**RECRUITMENT INCENTIVES** — are payments made to newly-appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

**RELOCATION INCENTIVES** —are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is likely to difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

**RETENTION INCENTIVES** —are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee’s services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)<

**REDUCTION IN FORCE (RIF)**—Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. (5 U.S.C. chapter 35, subchapter I, and 5 CFR part 351)

**REDUCTION IN GRADE**, See CHANGE TO LOWER GRADE

**REEMPLOYED ANNUITANT**—A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

**REEMPLOYMENT PRIORITY LIST**—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

**REEMPLOYMENT RIGHTS**—The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (5 CFR part 352)

**REGISTER**—A list of qualified applicants compiled in order of relative standing for certification.

**REINSTATEMENT**—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

**RELOCATION BONUS**—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753) >[The term “Relocation Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]<

**REMOVAL**—A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

**RESERVIST**—A member of the Army, Navy, Air Force, Marine Corps or Coast Guard reserves.

**RESIGNATION**—A separation action initiated by the employee to leave Federal civil service.

**RESIGNATION-ILIA**—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The CSRS and FERS Handbook](#).

**RESTORATION RIGHTS**—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his or her position after recovery from compensable injury.

(5 *CFR part 353*)

**RETAINED RATE**—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his or her rate of basic pay reduced.

**RETENTION ALLOWANCE** is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754) >[The term "Retention Allowance" was deleted from this guide in Update 45, dated August 6, 2006.]<

**RETENTION PREFERENCE**—The relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being separated or furloughed. (5 *CFR part 351*)

**RETENTION REGISTER**—A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction in force to determine which employees are retained and which are separated or moved to other positions. (5 *CFR part 351*)

**RETIREMENT**—Separation from the service when employee is eligible to obtain an immediate annuity.

**RETIREMENT, DEFERRED**—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under

the Civil Service Retirement System and then left Federal service or moved to a position not under the retirement system. An employee covered by the Federal Employees Retirement System who separates after completing 10 years of service can also receive a deferred retirement upon reaching the Federal Employees Retirement System "Minimum Retirement Age" (55 to 57, depending on birth date). ([The CSRS and FERS Handbook](#))

**RETIREMENT, DISCONTINUED SERVICE**—Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service. ([The CSRS and FERS Handbook](#))

**RETIREMENT, OPTIONAL** means voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under the Civil Service Retirement System (CSRS), an employee qualifies at age 55 with 30 years of creditable service; under the Federal Employees Retirement System (FERS), an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. ([The CSRS and FERS Handbook](#))

**RETURN TO DUTY**—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

**SABBATICAL**—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

**SEASONAL EMPLOYEE**—An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.