

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

December 23, 2007

The Guide to Processing Personnel Actions

Update 47

***** NOTICE *****

This Guide and its Updates are available for viewing/printing on our web site (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 an effective date is specified for a particular change within the table of the Summary of Changes that follows, the effective date of guidance in this document is the date shown at the top of this page.

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 Workforce Information and Systems Requirements, Personnel Systems Group by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-3 thru 1-8	Various	1-3 thru 1-8	<p>1) Adds reference that the term OPF is inclusive of an approved electronic equivalent (i.e., eOPF).</p> <p>2) Updates listing of actions for which a Notification of Personnel Action (SF-50) is not required.</p> <p>3) Updates references throughout chapter from “Center for HR Systems Requirements & Strategies” to “Center for Workforce Information and Systems Requirements”.</p>
3-7 thru 3-8	Update 41 April 6, 2003	3-7 thru 3-8	Adds reference that the term OPF is inclusive of an approved eOPF.
3-13 thru 3-18	Update 41 April 6, 2003	3-13 thru 3-18	<p>1) Updates references throughout chapter from “Center for HR Systems Requirements & Strategies” to “Center for Workforce Information and Systems Requirements”.</p> <p>2) Modifies definition of electronic form consistent with GSA’s Standard and Optional Forms Procedural Handbook.</p> <p>3) Updates regulatory citation to read “Title 41, CFR Part 102-194 and updates description for use of automated technology when creating electronic personnel forms.</p> <p>4) Updates information on OPM office designated to receive agency requests for approval to add or delete data from a current personnel form.</p>
3-21 thru 3-22	Update 41 April 6, 2003	3-21 thru 3-22	<p>1) Updates title of SF-181 to “Ethnicity and Race Identification” consistent with the August 2005 revision of the SF-181.</p> <p>2) Deletes reference to OPM Form 1468 as it is obsolete.</p>

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
3-21 thru 3-22	Update 41 April 6, 2003	3-21 thru 3-22	3) Updates reference for Form I-9 from “Immigration and Naturalization Service” to “Department of Homeland Security”.
4-1 thru 4-4	Various	4-1 thru 4-4	1) Updates reference in item number 8 under Contents from “Race and National Origin” to “Ethnicity and Race”. 2) Updates listing of SF-50 actions which are not authorized for long-term retention in the OPF.
4-7 thru 4-10	Update 41 April 6, 2003	4-7 thru 4-10	1) Updates regulatory citation to “Title 41, CFR Part 102-194” for prior approval for agencies’ use of exceptions to SF-50 and SF-52. 2) Updates information on OPM office designated to receive agency requests for exceptions to use of the SF-50 and SF-52. 3) Updates references from “Race and National Origin” to “Ethnicity and Race” in Section 8.
4-11 thru 4-14	Undated	4-11 thru 4-14	Replaces copies of the SF-50 and SF-52 with a link to the OPM web page where these documents can be accessed.
4-57 thru 4-58	Update 46 January 7, 2007	4-57 thru 4-58	Adds new Rule 26 documenting when to use pay rate determinant code “T”.
6-1 thru 6-29	Various	6-1 thru 6-29	1) Reissues chapter in its entirety deleting footnotes. 2) Corrects title of SF-144A as referenced on pages 6-18 and 6-25 consistent with change implemented in Update 46. 3) Revises text for Remark Code B73 as shown in Table 6-1, Rule 5. 4) Revises text for Remark Code B74 as shown in Table 6-1, Rule 6.

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-13	Update 45 August 6, 2006	9-13	Effective October 1, 2007, legal authority code “BAE: GW004(Acquisition)” is abolished and the reference to such has been deleted from Note 2 of Table 9-B.
9-39	Update 43 July 25, 2004	9-39	Clarifies Note 3 regarding appointing a Fellow or Senior Fellow in the competitive service.
9-49 thru 9-50	Update 45 August 6, 2006	9-49 thru 9-50	1) Revises text for Remark PO4 as shown in Table 9-I, Rule 28.
9-55 thru 9-55	Update 45 August 6, 2006	9-55 thru 9-55	1) Revises text for Remark Code B73 as shown in Table 9-I, Rule 73. 2) Revises text for Remark Code B74 as shown in Table 9-I, Rule 74.
10-21 thru 10-22	Update 45 August 6, 2006	10-21 thru 10-22	Effective October 1, 2007, legal authority code “BAE: GW004(Acquisition)” is abolished and the reference to such has been deleted from Note 5 of Table 10-B.
10-31 thru 10-32	Update 45 August 6, 2006	10-31 thru 10-32	Effective October 1, 2007, legal authority code “BAE: GW004(Acquisition)” is abolished and the reference to such has been deleted from Note 4 of Table 10-E.
10-39 thru 10-40	Update 45 August 6, 2006	10-39 thru 10-40	Effective October 1, 2007, legal authority code “BAE: GW004(Acquisition)” is abolished and the reference to such has been deleted from Note 3 of Table 10-G.
10-45	Update 45 August 6, 2006	10-45	Effective October 1, 2007, legal authority code “BAE: GW004(Acquisition)” is abolished and the reference to such has been deleted from Note 3 of Table 10-H.
10-49 thru 10-50	Update 45 August 6, 2006	10-49 thru 10-50	Revises text for Remark PO4 as shown in Table 10-I, Rule 22.
10-55 thru 10-56	Update 45 August 6, 2006	10-55 thru 10-56	1) Revises text for Remark Code B73 as shown in Table 10-I, Rule 73. 2) Revises text for Remark Code B74 as shown in Table 10-I, Rule 74.

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-27 thru 11-28	Update 45 August 6, 2006	11-27 thru 11-28	Deletes reference to Remark A15 as the appointing authority under Reg. 213.3102(g) was revoked. The remark is obsolete.
11-31 thru 11-32	Update 45 August 6, 2006	11-31 thru 11-32	Revises text for Remark PO4 as shown in Table 11-C, Rule 38.
11-37 thru 11-38	Update 45 August 6, 2006	11-37 thru 11-38	1) Revises text for Remark Code B73 as shown in Table 11-C, Rule 87. 2) Revises text for Remark Code B74 as shown in Table 11-C, Rule 88.
14-1	Update 45 August 6, 2006	14-1	Adds reference to Nature of Action Codes 730, 731, and 732 in the chapter header.
14-13 thru 14-13	Update 45 August 6, 2006	14-13 thru 14-13	Deletes line between Rules 4 and 5 in column 4 of Table 14-A thereby indicating that the information shown in column 4 is applicable to both Rules 4 and 5.
14-21 thru 14-22	Update 45 August 6, 2006	14-21 thru 14-22	Corrects typographical error in Table 14-D, Rule 9, such that the citation shown in column 6 reads as follows: Reg. 335.102.
17-1 thru 17-6	Update 46 January 7, 2007	17-1 thru 17-6	1) Corrects title of Job Aid as shown in “Contents” on page 17-1 consistent with change in Update 46. 2) Adds nature of action codes to section entitled “Coverage” on page 17-3 and list actions in numerical order. 3) Modifies the definitions of “Administratively Uncontrollable Overtime (AUO)”, “Availability Pay”, and “Within-range Increase (WRI)” under section entitled “Definitions”.

The Guide to Processing Personnel Actions (6)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-9 thru 17-15	Update 46 January 7, 2007	17-9 thru 17-15	<p>1) Adds reference to new Note 8 in Table 17-A Rules 7, 8, 10, 11, 12, 27, and 28.</p> <p>2) Reverses the order of legal authority codes “QUA” and “QUM” as shown in Table 17-A Rule 13.</p> <p>3) Clarifies legal citation shown in Table 17-A, Rule 22, column 2.</p> <p>4) Deletes reference to “P.L. 108-44, Sec. 301, dated 10/3/04” in Table 17-A, Rule 28, column 2, and adds reference to 5 U.S.C. 5305(h).</p> <p>5) Corrects reference from “rules 11-13” in Table 17-A, Rule 28, column 2 to “rules 10-12 and 27”.</p> <p>6) Modifies text in Table 17-B, Rule 1, column 2.</p> <p>7) Deletes reference to “Reg. 534.404(c)(4)(ii), (iii); 534.404(e)(2) and 534.404(f)” in Table 17-B, Rule 2, column 2.</p> <p>8) Modifies text in Table 17-B, Rule 3, column 2.</p> <p>9) Modifies text, adds reference to “5 CFR 534.404(c)(3)(vii)”, and deletes references to “Reg. 534.404(c)(3)(vi) and 534.404(c)(4)(iv)” in Table 17-B, Rule 4, column 2.</p> <p>10) Modifies text and adds reference to “5 CFR 534.404(c)(4)(ii) or (iii)” in Table 17-B, Rule 5, column 2.</p> <p>11) Revises translation for legal authority code “Q3E” to read: Cite appropriate law, E.O., or regulation that authorizes the action.</p> <p>12) Adds reference to “5 CFR 534.404(b)(6) to Table 17-B, Rule 6, column 2.</p> <p>13) Adds new notes 2 thru 4 to Table 17-B on page 17-15.</p>

The Guide to Processing Personnel Actions (7)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-23 thru 17-24	Update 46 January 7, 2007	17-23 thru 17-24	Clarifies legal citation shown in Table 17-C, Rule 16, column 2.
17-29 thru 17-30	Update 46 January 7, 2007	17-29 thru 17-30	Adds text to Note 2 of Table 17-D providing guidance on documenting zero pay adjustments at the time of an increase in the pay range minimum which causes an employee's rate of basic pay to fall below the range minimum.
28-1 thru 28-10	Various	28-1 thru 28-10	<ol style="list-style-type: none"> 1) Reissues chapter in its entirety deleting footnotes. 2) Deletes last column in Table 28-A which was not being utilized. 3) Revises text in Table 28A, Rule 7, column 2 updating reason for change in pay rate determinant.
29-7 thru 29-9	Update 46 January 7, 2007	29-7 thru 29-9	<ol style="list-style-type: none"> 1) Effective November 16, 2007, adds reference to rules 22 - 24 of Table 29 specifying that these rules are applicable when employee is likely to leave Federal service. 2) Effective November 16, 2007, adds new rules 25 – 27 to Table 29 providing guidance on documenting a retention incentive when an employee is likely to leave for a different position in the Federal service, and renumbers remaining rules respectively (Federal Register notice dated November 16, 2007). Establishes new legal authority codes VPA, VPB, and VPC in rules 25 – 27, respectively.
31-1 thru 31-41	Various	31-1 thru 31-41	<ol style="list-style-type: none"> 1) Reissues chapter in its entirety deleting footnotes. 2) Deletes Rule 37 in Table 31-C, consistent with Update 45, as remark code P78 is obsolete. 3) Deletes Rule 36 in Table 31-D, consistent with Update 45, as remark code P78 is obsolete.

The Guide to Processing Personnel Actions (8)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
34-7 thru 34-10	Various	34-7 thru 34-10	1) Adds reference that the term OPF is inclusive of an approved electronic equivalent (i.e., eOPF). 2) Updates Topic reference from “Race and National Origin Code” to “Race and Ethnicity”.
35-1 thru 35-2	Update 45 August 6, 2006	35-1 thru 35-2	Modifies the definition of “Availability Pay”.
35-7 thru 35-8	Update 46 January 7, 2007	35-7 thru 35-8	Adds reference that the term OPF is inclusive of an approved electronic equivalent (i.e., eOPF).
35-15 thru 35-16	Update 46 January 7, 2007	35-15 thru 35-16	Modifies the definition of “Within-range Increase (WRI)”.

Chapter 1. The Guide to Processing Personnel Actions

Subchapter 1. Introduction to this Guide

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**. >As referenced throughout this **Guide**, the term Official Personnel Folder (“OPF”) is inclusive of an approved electronic equivalent of the same (i.e., eOPF).<

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:

>1) Exception to Reduction in Force Release; 2) Realignment; 3) Recruitment Incentive; 4) Relocation Incentive; 5) Retention Incentive; 6) Referral Bonus; 7) Student Loan Repayment; 8) "Individual" or "Group" Time Off Award; 9) Individual Cash Award ("RB" or "NRB"); 10) Group Award ("Ch 45" or "Other"); 11) Lump Sum Performance Payment ("RB-ILPA", "RB-NILPA", or "NRB"); 12) "Individual" or "Group" Suggestion/Invention Award; 13) Foreign Language Award; 14) Travel Savings Incentive; and 15) Senior Executive Service 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

of natures of action (both the full and the abbreviated versions), the legal authorities, the remarks, and their associated codes is published in [The Guide to Personnel Data Standards](#).

a. Nature of Action. (1) The nature of action (NOA) is the phrase that explains the action that is occurring (such as “appointment” or “promotion”). Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action. Each time a table directs you to enter a particular nature of action on a Standard Form 52 or Standard Form 50, you must also enter its code.

(2) The first digit of the nature of action code indicates the type of action:

- 100 series—appointments
- 200 series—returns to duty from nonpay status
- 300 series—separations
- 400 series—placements in nonpay and/or nonduty status
- 500 series—conversions to appointment
- 600 series—(reserved for Office of Personnel Management use)
- 700 series—position changes, extensions, and miscellaneous changes
- 800 series—pay changes and miscellaneous changes
- 900 series—(Reserved for use by agencies)

The second and third digits of the nature of action code indicate the particular kind of action, for example, “promotion,” “resignation,” etc.

(3) Nature of action codes 000-899 may be used only as authorized by the Office of Personnel Management. Within the 000-899 group of codes are ones used to record

actions involving particular groups of employees. If your agency is authorized to use any of these special codes, your personnel office will have a list of them and instructions on when and how they are to be used.

(4) Codes 900-999 may be used by agencies to document personnel matters that are of interest to the agency and for which the Office of Personnel Management does not require a Standard Form 50, for example, a change in the employee's position number when no other change occurs, or a change in the appropriation from which the employee is paid. In general, a Standard Form 50 documenting a 900 series action may not be filed on the right side of the Official Personnel Folder (OPF).

The exception is when an agency uses the Standard Form 50 instead of an agency form to document something that is approved for long-term Official Personnel Folder retention. An example is completion of the supervisory or managerial probationary period. Actions in the 900 series are not reported in Central Personnel Data File dynamics submissions.

b. Legal Authority. (1) The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken. While the nature of action identifies the personnel action, the authority identifies the specific circumstances under which the action is taken. Agencies and the Office of Personnel Management use this kind of information to perform their personnel management functions.

(2) Each authority has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. Each time a table tells you to use a particular authority, you must also use the code. When more than one authority and code is required, you must enter them on the Standard Form 52 and Standard Form 50 in the order in which they are listed in this **Guide**.

(3) Legal authority codes beginning with an alpha character (meaning a letter), and those beginning with the numbers “1” - “5,” are reserved for use by the Office of Personnel Management to identify authorities on actions that are reported to the Central Personnel Data File. An agency may create its own legal authority codes, using “6,” “7,” “8,” or “9” as the first character of the code, to identify an authority unique to the agency. Such an authority may be cited on an action *only* when the action is one that is *not* reported to the Central Personnel Data File *or* when the authority is to be cited as the *second* one on an action that is reported to the Central Personnel Data File.

(4) To obtain the legal authority code to be cited for a new law, regulation, Executive Order, or other authority on an action that will be reported to the Central Personnel Data File, contact the Deputy Associate Director, >Center for Workforce Information and Systems Requirements< by facsimile at 202-606-1719 or by email owi@opm.gov.

c. Remarks. (1) Remarks are put on the Standard Form 50 to explain the action to the employee, the payroll office, future employers, the Office of Personnel Management, and to other Federal agencies. For some actions, specific remarks are

always required; for others, the remarks will vary according to the employee's work history. Tables in the chapter that covers the action will tell you how to select the necessary remarks and list them. The remarks used on documentation of personnel actions are standardized and agencies **may not change** or alter a remark listed in this **Guide** without the prior approval of the Office of Personnel Management. Except as noted below, agencies may supplement the remarks to explain actions.

(a) When an employee whose appointment does *not* afford appeal rights submits a resignation or retirement, or is separated by the agency, no agency reasons for or explanation of the separation (“agency finding”) may be placed on the action.

(b) When an employee whose appointment does afford appeal rights submits a resignation or retirement *before* receiving *written* notice of a proposed disciplinary or adverse action, no remarks regarding the proposal may be placed on the action.

(2) Remarks are identified in this **Guide** by codes for ease of reference. The first characters of the remarks codes indicate the purpose for which the remark is used; the other characters of the code have no significance.

<i>First Character</i>	<i>Remarks Explains</i>
A	Appointment Limitations
B	Benefits and Leave Entitlements
C	Corrections and Cancellations
E	Employment Conditions
G	Service Credit

K	Position Change Actions
M	Miscellaneous Information
N	Pay In Addition To or Outside of Salary to Relocate or to Accept Reassignment
P	Rate of Pay
R	Employee's Reason for Resignation, Retirement, Failure to Relocate or accept Reassignment
S	Agency's Comments on Employee's Separation
T	Tenure
X	Retained Grade and Pay
Y-Z	(Reserved for internal use by agencies)

1-5. Other Standard Form 50 Data.

The Office of Personnel Management has developed standard codes to record other data on personnel action forms and to report data to the Central Personnel Data File. These codes and their definitions are published in [The Guide to Personnel Data Standards](#). Only the codes published in [The Guide to Personnel Data Standards](#) and in this **Guide** may be used to document information in the following blocks of the Standard Form (SF) 52, SF 50, and SF 50-B:

<u>SF52</u>	<u>SF 50/SF 50-B</u>
B-5-6	5-6
B-8-13	8-13
B-16-21	16-21
B-23-24	23-24
B-26-30	26-30
B-32-35	32-35
B-37-38	37-38
B-45-51	47-48

1-6. Cancellations and Retroactive Personnel Actions.

When a personnel action is determined to be in error, follow the instructions in Chapter 32 of this **Guide** regarding proper action to take.

1-7. Need for Accuracy and Use of Personnel Action Data.

a. Personnel action data are used by both employing agencies and the Office of Personnel Management. They are used by agency personnelists and managers to make decisions about employees, for example, whether a current employee is qualified for promotion, is eligible for reinstatement, etc. Agencies and the Office of Personnel Management's Workforce Information and Planning Group use employee data, including nature of action and authority, to generate statistics providing a wide variety of information on the Federal workforce to the President, Congress, Office of Personnel Management personnel program managers, agencies, and to the public. This information is used to make policy decisions on personnel programs which affect current and future Federal employees. The data reported to the Central Personnel Data File are also used by the National Personnel Records Center to provide locator and general reference service concerning Federal employees.

b. To protect the interests of both the employee and the Government, it is critical that actions be documented correctly and

that data on each action discussed in this **Guide** be reported to the Office of Personnel Management's Central Personnel Data File accurately and on a timely basis; the operating manual, [The Guide to CPDF Reporting Requirements](#), explains how and when to submit data to the Central Personnel Data File. When personnel action data are received by the Office of Personnel Management, they are rigorously screened and edited. Lists of errors found in the

screening process are sent back to the submitting agencies.

1-8. Questions Regarding Unusual Cases.

An agency's Human Resources Office should direct questions to the Deputy Associate Director, >Center for Workforce Information and Systems Requirements< by facsimile at 202-606-1719 or email at owi@opm.gov.

Subchapter 2. Cancellations and Retroactive Personnel Actions

2-1. Coverage

These instructions cover cancellations and retroactive actions to implement decisions, as defined below. These instructions also apply when the employing agency identifies, outside of the decision process, an erroneous or improper personnel action that needs corrective action. Nothing in these instructions, however, authorizes or permits an agency to enter into a settlement agreement that is contrary to the civil service laws or regulations.

2.2. Definitions.

a. A decision as referred to in this chapter is: (1) a Court Order; or (2) a decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or (3) an arbitral award, or a decision of an agency head which adopts the recommendations of an agency fact finder; or (4) a settlement agreement between an individual and an agency under circumstances other than those above.

b. A cancellation cancels or rescinds an earlier action that was improper, that was proper but contained references to an improper action, or that contained remarks that are inappropriate or erroneous and that should not have been recorded.

c. A retroactive action is one which is prepared or processed after the pay period in

which it is to be effective. Retroactive actions may be either replacement actions or newly required actions.

d. A replacement action is one which takes the place of or replaces a canceled Standard Form 50 when:

- Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or
- The original action was canceled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or
- The original action was canceled because it in some way reflected the effects of another personnel action that was also canceled (for example, a change to career tenure that reflects the wrong grade because a previous change to lower grade was canceled).

e. A newly required action is a personnel action that is required as a result of a decision or as a result of a cancellation. For example, if a reassignment action was canceled and a replacement action issued for promotion, there might also be the need to issue an action for a within-grade increase for which the employee would have been eligible due to the retroactive effective date of the promotion.

f. Improper service or improper assignment is service or an assignment performed in a position or positions to which a decision says the employee should not have been assigned or non-Federal service performed during a period of improper separation from Federal service.

g. Void action is an action which should never have occurred because of an absolute statutory bar to it, such as appointment of a male who has not registered, as required, for Selective Service, or because the employee was guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter.

h. OPF (Official Personnel Folder) >[inclusive of an approved electronic equivalent of the same (i.e., eOPF)].< The official repository of records and reports of personnel actions effected during an employee's civilian government service and documents and papers required in connection with such actions.

i. EPF (Employee Performance File). Performance appraisals and related records maintained in either a separate envelope in the Official Personnel Folder, a separate folder (in whatever office the organization designates), in a supervisor's work folder, on microfiche, in an automated personnel record system, or in any combination of such records maintenance systems. Whatever system or combination of systems the agency chooses constitutes that agency's Employee Performance File System.

j. Subject File. A file, separate from the Official Personnel Folder or Employee Performance File, in which material is filed and retrieved by subject or topic, rather than by employee. Examples of subject files found in a personnel office include grievance files and adverse action files.

k. An Interim Appointment, Promotion, Within-grade Increase, or Other Interim Action provides relief for an employee who prevails in an initial action before the Merit Systems Protection Board (MSPB). It provides an employee with income during the continuation of the appeal process following the initial MSPB decision.

2-3. Reasons for Cancellations and Retroactive Actions.

Cancellations and retroactive actions are most frequently processed to implement decisions resulting from the settlement or resolution of a complaint, a grievance, or an appeal of an adverse action or an arbitral award. They may also be processed when an appointing officer discovers an action the current agency or another agency effected in error (for example, a within-grade increase for an employee who has not completed the required waiting period due to excess time in nonpay status) or an action which should have been processed and was not.

2-4. Implementation of Decision.

a. Decisions of the Merit Systems Protection Board (MSPB.) The Whistleblower Protection Act of 1989 (Public Law 101-12) authorizes interim relief for employees who prevail in their initial appeals of adverse actions, performance-based actions, or other appealable actions before MSPB. Any such interim relief ordered by MSPB is effective on the date the initial decision is issued (see 5 CFR 772.102, 5 CFR 531.414, and Figure 32-3 of this **Guide**). Stays of personnel actions (including retroactive stays) ordered by MSPB where an individual files an individual right of action (IRA) appeal under the Act, claiming reprisal for having engaged in protected activity, are not considered interim relief.

b. Other Decisions. An agency should not delay initiating corrective action in accordance with a decision unless it has sought and been granted a stay. Once the appeals, if any, have been exhausted, the decision must be implemented.

2-11. Questions Regarding Unusual Cases.

An agency's Human Resources Office may refer questions regarding the manner in which personnel actions should be processed to implement decisions to the Deputy Associate Director, >Center for Workforce

Information and Systems Requirements< at owi@opm.gov. Refer questions regarding legal issues that must be resolved before actions to implement a decision can be processed to the Office of Personnel Management's General Counsel for resolution.

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Subchapter 3. Electronic Forms and Signatures

3-1. Approvals to Use Electronic Personnel Forms

a. Definitions. An “electronic form” is an officially prescribed set of data residing in an electronic medium that can be used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed form or be purely prescribed fields for collecting the data that can be integrated, managed, processed, and/or transmitted through an organization’s information processing systems.

(1) “Form” and “electronic personnel form” mean only personnel-related forms.

(2) “Electronic form” includes both forms that are part of an automated transaction and forms where the image/data elements reside on a computer.

b. Using automated technology to create an electronic personnel form. Pursuant to Title 41, Code of Federal Regulations, Part 102-194, the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management *provided* the electronic reproduction is complete (contains all instructions and questions); the wording and punctuation of all items, instructions, and identifying information match the current official form; and the sequence and format for each item on the form must be reproduced to the highest degree possible. Additions or deletions of data from the current form require prior approval. Send requests for approval through your agency’s Standard and Optional Forms Liaison to:

**OPM Reports and Forms Manager
>Plans and Policy Group
Center for Information Services &**

**Chief Information Officer<
U.S. Office of Personnel Management
Washington, DC 20415-7900**

The Office of Personnel Management's Deputy Associate Director, >Center for Workforce Information and Systems Requirements< is the program official responsible for:

- Standard Form 50, Notification of Personnel Action;
- Standard Form 52, Request for Personnel Action;
- Standard Form 61, Oath of Office;
- Standard Form 75, Request for Preliminary Employment Data; and
- Standard Form 144, Statement of Prior Federal Service.

Agencies may expedite approvals by submitting a copy of any requests concerning these forms to:

**U.S. Office of Personnel Management
Division for Strategic Human
Resources Policy
Deputy Associate Director,
>Center for Workforce
Information and Systems
Requirements<
1900 E Street, NW.
Washington, DC 20415-6000.**

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

c. Approval to use electronic forms does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of

the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1; or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

**U.S. Office of Personnel Management
Division for Strategic Human
Resources Policy
Deputy Associate Director,
>Center for Workforce
Information and Systems
Requirements<
1900 E Street, NW.
Washington, DC 20415-6000.**

3-2. Criteria for Use of Electronic Forms.

a. An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard, or agency form.

(1) The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as

the current version of the form, and the sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.

(2) The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:

(a) an employee requests a copy of one or more records in his or her Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder; or

(b) an employee separates from Federal service or moves to an agency that does not use electronic forms; or

(c) the Office of Personnel Management requests a copy for evaluation or other purposes.

(3) Electronic versions of Office of Personnel Management-controlled forms (for example, the Standard Form 50 and Standard Form 52) must use only the data element coding contained in [The Guide to Personnel Data Standards](#).

b. There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.

c. The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.

d. Since automated media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of

Personnel Management recommends that a back-up file be in a separate computer environment from the primary system — off-site if appropriate.

e. The system must be able to amend, delete, or add forms, and to add data to individual forms when required to respond to a Privacy Act amendment request or to comply with a settlement agreement or court order.

f. In addition to being able to produce paper copies of individual forms upon request (see paragraph 3-2a(2)), an agency must be able to list each existing, electronically-prepared Standard Form 52 and Standard Form 50, by data subject, for at least two years after the date that the electronic form was executed.

g. The agency must retain all original signed designation of beneficiary *paper* forms for the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Federal Employee's Group Life Insurance (FEGLI) program. (Under current procedures, only the signed originals are acceptable when a claim is filed.)

3-3. Authentication Procedures.

a. Electronic authentication codes must be unique to the individual and defined only for those whose positions authorize and require them to initiate, sign or clear a personnel action.

b. When a person leaves a position for which an authorization code has been issued, the authorization must be cancelled immediately.

c. For each form that was cleared or signed electronically, there must be an audit trail to show *when* and *who*:

- (1) signed/approved,
- (2) cleared,
- (3) input data to, and/or

(4) changed data on the form.

d. A complete list of authentication codes and the names and titles of the individuals to whom they have been assigned must be available to Office of Personnel Management evaluators for at least two years after the date of a personnel action. The list must include names, titles, and codes designating persons for whom authorizations have been cancelled, as well as current authorizations.

e. The individual with delegated appointing authority remains the responsible official for insuring that authentication procedures and the personnel actions to which they lead are proper and meet the requirements in law.

3-4. Electronic Signatures.

a. A personnel action is the official record of employment and authorization of pay to the employee. The action must be approved on or before its effective date; the approval may be documented by a “signature” in either Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. Because effective dates and approvals of personnel actions must be able to withstand administrative and legal challenge, any electronic approval signature system used in Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50 ***must be approved by the Office of Personnel Management.***

b. To be approved, an electronic signature system must include the following features:

(1) The electronic signal or symbol adopted as the approving official's signature must be unique to the signer, that is, it must be initiated by methods that distinguish the specific approving official, and it must be under his or her sole control.

(2) The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date (block 49 of the Standard Form 50, Notification of Personnel Action).

Control procedures must be in place to insure the authenticity of data on the form, including the electronic signature. Such controls must provide reasonable assurance that deliberate or inadvertent manipulation, modification, or loss of data on the electronically stored form is detected. (For additional information, see Federal Information Processing Standard (FIPS) 113, Computer Data Authentication, and FIPS 186, Digital Signature Standard, dated 12/1/94).

(3) The approving official's name and title must be printed on any paper document that is generated for the employee or for the Official Personnel Folder.

c. Requests for prior approval to use an electronic signature, in lieu of a personally signed paper Standard Form 50, Notification of Personnel Action, or Standard Form 52, Request for Personnel Action, must be submitted to:

**U.S. Office of Personnel Management
Division for Strategic Human
Resources Policy
Deputy Associate Director,
Center for >Workforce
Information and Systems
Requirements<
1900 E Street, N.W.
Washington, DC 20415-6000**

Job Aid**Appointment Documents and Information**

Introduction

Regardless of whether your agency uses a reappointment package, a type of electronic forms processing, or entry-on-duty orientation session, new employees must complete certain documents and should receive certain employment information.

**Documents
for all new
employees**

All new employees must complete the following:

- **Standard Form 61, Appointment Affidavit.**
Refer to section 4-3c of this chapter for instructions.
- **Optional Form 306, Declaration of Federal Employment.**
Check with your agency security office for requirements on completing this document.
- **Standard Form 144, Statement of Prior Federal Service.**
Since applications and resumes may include only that employment history relevant to the position for which appointed, information provided on the Standard Form 144 will help in determining whether personnel records need to be located.
- **Statistical data** for >ethnicity and race,< and handicapping conditions.

Standard Form 181, >Ethnicity and Race Identification.< ***

Standard Form 256, Self-Identification of Handicap.

Refer to Chapter 4 of this **Guide** for instructions on entering these data into your agency's automated personnel system.

Continued on next page

Job Aid**Appointment Documents and Information, continued**

As appropriate

When applicable, employees must complete certain documents from which employment eligibility is verified, including:

- **Form I-9, Employment Eligibility Verification.** Refer to >the Department of Homeland Security (DHS) Handbook for Employers (Form M-274)< and 8 CFR, part 274a for completing and retaining the Form I-9.
 - **Applicant's statement of Selective Service registration status.** When candidate is a male whose year of birth is 1960 or later, failure to register may be basis for bar from civil service employment. Refer to 5 CFR 300.705 for instructions.
 - **Statements of Employment and Financial Interests.** Appointees to positions at high grade levels in some agencies and appointees to some positions in agencies that have regulatory responsibilities, may be required to submit statements of financial holdings or of investments. Follow your agency's instructions.
 - **Agency regulations regarding employee conduct.** Follow your agency's instructions for any requirements used to certify that new employees are familiar with the agency's regulations.
-

For certain appointments

Depending on the type of appointment, the employee may need to complete documents for the following.

- **Civil Service retirement coverage.** Refer to the [CSRS and FERS Handbook for Personnel and Payroll Offices](#) , supplemented by Benefits Administration Letters, for instructions.
- **Federal Employees Health Benefits Program.** Refer to the [Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) and Benefits Administration Letters to determine the employee's eligibility for coverage and required documents.

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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:

- >1. Exception to Reduction in Force Release; 2. Realignment; 3. Recruitment Incentive; 4. Relocation Incentive; 5. Retention Incentive; 6. Referral Bonus; 7. Student Loan Repayment; 8. "Individual" or "Group" Time Off Award; 9. Individual Cash Award ("RB" or "NRB"); 10. Group Award ("Ch 45" or "Other"); 11. Lump Sum Performance Payment ("RB-ILPA", "RB-NILPA", or "NRB"); 12. "Individual" or "Group" Suggestion/Invention Award; 13. Foreign Language Award; 14. Travel Savings Incentive; and 15. 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

the codes published in [The Guide to Personnel Data Standards](#) and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency *may not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms according to your agency’s instructions.

5. Exceptions to the Standard Form 50 and the Standard Form 52.

> Code of Federal Regulations, Part 102-194 “Standard and Optional Forms Management Program”< requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency's Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

**OPM REPORTS AND FORMS MANAGER
>PLANS AND POLICY GROUP
CENTER FOR INFORMATION SERVICES
AND CHIEF INFORMATION OFFICER<
U.S. OFFICE OF PERSONNEL
MANAGEMENT
WASHINGTON, DC 20415-7900.**

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

6. List Form of Notice.

a. Use of list form. 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 Notifications of Personnel Action. A listing may be used only when:

(1) the personnel action for a group of employees occurs on the same effective date; *AND*

(2) no change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; *AND*

(3) the same authority is used for the action taken on each employee.

b. Actions for which a listing may be used:

(1) Mass Transfer;

(2) 352 Termination—Appt in (agency)—*only* when separation is due to mass transfer; and

(3) **Changes.** The following actions may be documented by listings *only when the conditions in section 6a are present:*

280 Placement in Pay Status—*only for seasonal employees* when the work season *begins.*,

430 Placement in Nonpay Status—*only for seasonal employees* when the work season *ends,*

471 Furlough,

472 Furlough NTE,

760 Ext of Appt NTE,

765 Ext of Term Appt NTE,

766 Ext of O/S Ltd Appt NTE,

781 Chg in Work Schedule,

790 Realignment,

792 Chg in Duty Station,

800 Chg in Data Element, and

883 Chg in Vet Pref - RIF

c. Format. Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

d. Privacy Act Requirements. (1)

Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.

(2) To delete personal information from

the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee.

To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

e. Distribution. Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

7. Notifying Employees of Personnel Actions.

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

a. Standard Form 50. The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).

b. Agency Issuances. For all other personnel actions, the agency may choose any method to notify employees as long as it meets the following conditions:

(1) The agency must send the notification to the employee. The agency has the obligation to inform its employees when a change has occurred in their conditions of employment. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been effected. Agencies must take an affirmative step to notify employees of all personnel actions as defined in this **Guide**.

(2) The notification must be capable of being printed. The notice may or may not be a paper document. If it is not, however, the employee must have the option of printing the notice.

(3) The notice must contain:

- the nature of action as defined in this **Guide**. The nature of action code is not required. For example, the notice of a pay change must describe the action as a “Pay Adjustment” but the nature of action code “894” may or may not be included at the agency’s option.

- the effective date.

- the not-to-exceed date if the action is temporary or time-limited.

- all remarks required by this **Guide**.

- the old and new values for any data changed by the action and normally shown on the Standard Form 50. For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.

- the employee’s full name.

(4) The notice must be an official issuance. It may be issued electronically or by paper document. Official notices may be

agency forms, documents on agency letterhead, or other electronic or paper issuances showing the name and title of an agency official authorized to inform employees of personnel actions. For example, an agency form such as a leave and earning statement could be used to notify an employee of a within-grade increase.

c. Summary of Options. Agencies must use the Standard Form 50 to notify employees of accessions, conversions, separations, and corrections and cancellations of those actions. For all other actions, including corrections and cancellations of those actions, agencies may use any of the following methods to notify employees of personnel actions:

- Standard Form 50, or

- List form of notice, if the action is one of those identified in section 6, or

- A pay schedule or computer printout described in Chapter 17, if the action is a pay adjustment affecting a large number of employees, or

- An agency issuance that meets the conditions in b. above.

8. Data Collected on >Ethnicity and Race< and Identification of Handicap.

a. Need for data. Data on >ethnicity and race< and handicap are collected only for use in aggregate statistical reports (for example, number of Hispanic employees

hired, number of American Indian employees serving in positions at certain grades). This data is generally entered into agency personnel systems when appointment information is entered for preparation of the Standard Form 50. The information is never entered on the Standard Form 50 or the Standard Form 52.

b. Storing data. Keep >ethnicity and race< and handicap data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to the Central Personnel Data File. *Destroy >ethnicity and race identification< forms used to collect the data as soon as the data have been*

entered into the agency's system and verified/corrected. Until they are destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and in a secure location (for example, locked in a cabinet in a secured room). No other hardcopy records containing individually identifiable >ethnicity and race< data may be maintained. Forms used to collect >identification of< handicap may be filed in the Employee Medical Folder. **NEVER** file forms identifying >ethnicity and race< or handicap, in an Official Personnel Folder, and **NEVER** file in an Official Personnel Folder any document on which employee's >ethnicity and race< or handicap appear.

>Standard Form 52, Request for Personnel Action

To view form, go to <http://www.opm.gov/forms/> <

>Standard Form 52, Request for Personnel Action (Reverse)

To view form, go to <http://www.opm.gov/forms/> <

>Standard Form 50, Notification of Personnel Action

To view form, go to <http://www.opm.gov/forms/> <

>Standard Form 50, Notification of Personnel Action (Reverse)

To view form, go to <http://www.opm.gov/forms/> <

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
> 26	Is paid at a rate below the minimum rate for the grade or pay band				T<

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).
References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate).
- 4.

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/sesannu_al.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

title 5, Code of Federal Regulations (CFR). A person who is reemployed under 5 CFR 353 receives credit for the entire period of his or her absence, that is, the entire period from the time the employee left until he or she was restored or reemployed.

(3) Periods of *nonpay/nonduty status* are credited to a maximum of six months per calendar year. Examples of nonpay/nonduty time include leave without pay, furlough, suspension, and placement in nonpay status.

This limit does not apply to employees who are absent because of uniformed service or compensable injury. Periods of leave without pay for uniformed service or compensable injury are fully creditable for leave accrual.

(4) *Intermittent* service is service without a prearranged regularly scheduled tour of duty; this was also known as WAE or when actually employed service. Only the days or hours in pay or work status are credited for periods of intermittent service. The credit cannot exceed the calendar time of the period involved. For example, an intermittent employee who worked 100 hours in a 2 week period may not be credited with more than 2 weeks of service. Before 1980, on-call or seasonal work was differentiated from intermittent work by a remark on the Standard Form (SF) 50 or in the employment agreement that indicated that “Service credit...for leave accrual continues up to a maximum of six months per calendar year.” If this or a similar remark is not shown on the SF 50 or the employment agreement, the service is treated as intermittent.

c. Verifying Creditable Civilian Service.

(1) Official Personnel Folder. If the application or Standard Form 144 indicates

prior civilian Federal service, follow the procedures in the Operating Manual, [The Guide to Personnel Recordkeeping](#), to request the employee’s Official Personnel Folder. The Folder should include the documents used to verify prior service during the employee’s last appointment. [The Guide to Personnel Recordkeeping](#) also contains instructions for requesting transcripts of service for civilian employment not under the Office of Personnel Management’s recordkeeping authority and for reconstructing Official Personnel Folders that have been lost.

(2) Postal Service Temporary Christmas Employment. Most Postal Service employment will be documented in the Postal Official Personnel Folder. The Postal Service does not create a personnel folder for temporary Christmas employees. To verify this employment, contact the Post Office where the employee worked or use payroll records. Payroll records can be obtained from: National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118.

(3) Affidavits. If the agency is unable to locate any records that can be used to reconstruct an employee’s folder, the agency can use other evidence to give credit for *civilian service for leave accrual purposes only*. In these cases, the burden of proof is on the person claiming service. Other evidence can include travel orders, payroll cards, credit reports that show the Federal employment, or affidavits. Affidavits are required from the employee and at least two other people who were in a position to know the facts of the employment, such as former supervisors. The affidavits must be

notarized. Future employers will accept service verified by affidavit as they would any other service verified by a prior employer.

1-6. Creditable Uniformed Service.

a. General Rule. To be creditable for leave accrual purposes, uniformed service must have:

(1) ended honorably. That includes: an honorable discharge or a discharge under honorable conditions (general) or transfer to the inactive reserves under honorable conditions.

and

(2) been active duty in a uniformed service.

(a) The uniformed services consist of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) plus the commissioned officer corps of the Public Health Service and the National Oceanic and Atmospheric Administration.

(b) Active duty is full time duty in the Armed Forces. In the Reserves this would include active duty for training but not weekly or monthly assemblies or drills. National Guard duty must be active duty in the service of the United States under title 10, United States Code, or under a call by the President or Secretary of Defense. National Guard service or training under the call of the Governor of a State or performed for a State under title 32, United States Code, is *not* creditable.

b. Restrictions on Credit for Military Retirees. Section 6303 of title 5, United States Code, restricts the amount of leave accrual credit military retirees receive for their active duty service. This section contains specific language on the treatment

of uniformed service for leave accrual purposes and differs from the way this service is treated for civil service retirement purposes. This is an exception to the general rule that ties service credit for retirement and leave accrual.

(1) Definition of military retiree. For leave accrual purposes, a military retiree is any member or former member of the uniformed services who is entitled, under statute, to retired, retirement, or retainer pay on account of service as a member. Uniformed services retirees include persons on their service's Temporary Disability Retirement List (TDRL) and Navy and Marine Corps personnel who have been transferred to the Fleet Reserve. Note that the definition is based on an *entitlement*; waiving the actual pay has no impact on whether the person is a military retiree.

(2) Exemptions from the restrictions. Military retirees may receive credit for all active military service **only** if one of the following three conditions is met:

(a) the uniformed services retirement was based on disability that *either* resulted from an injury or disease received in the line of duty as a direct result of armed conflict *or* was caused by an instrumentality of war and was incurred in the line of duty during a period of war as defined in sections 101 and 301 of title 38, United States Code.

(b) the uniformed services retiree was employed in a civilian position subject to the Leave Act on November 30, 1964, and has been continuously employed without a break in service of more than 30 days since that date.

(c) the individual first becomes eligible for a uniformed services annuity

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. Employees Appointed on or after October 17, 2006, While on Terminal Leave Pending Retirement from the Uniformed Service (Pub. Law 109-364, Section 1101, dated 10/17/06). The leave accrual rate for such an employee must be computed as provided in 5 U.S. Code 6303(a). As such, the employee is subject to the credit limitations for military retirees.

d. 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 Act 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>.

Figure 6-1. Standard Form 813 (To view form, go to http://www.opm.gov/forms/pdf_fill/SF813.pdf).

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

(To view form, go to http://www.opm.gov/forms/pdf_fill/SF813.pdf).

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Army	DA Form 199, Physical Evaluation Board Proceedings (1967 or later edition)	For a copy of the form, write to: ARPERCEN Attn: DARP-PAS-EBC 9700 Page Boulevard St. Louis, MO 63132-5200 (Label envelope “DO NOT OPEN IN MAILROOM”)
Navy and Marine Corps		Request determination from: Office of the Judge Advocate General (JAG 32) Department of the Navy Washington Navy Yard 1322 Patterson Avenue, SE Suite 3000 Washington, DC 20374-5066
Air Force	Department of the Air Force Retirement Order Earlier versions included: DD 424, Certification of Information for Retired Pay; AFPMC 69, Certification of Information for Retirement Pay; AFPMC 134, Retirement Order; AF 2653, Retirement Special Order-Physically Unfit	For a copy of one of these forms, write to: National Personnel Records Center (Military Personnel Records) Air Force Reference Branch 9700 Page Boulevard St. Louis, MO 63132-5100

Figure 6-2. Information on Uniformed Service Retirement

Use the sources listed below for additional information on whether retirement from the uniformed services was based on war- or combat-incurred disability.

Branch of Service	Records to be Reviewed	Contact
Coast Guard		Request determination from: Commanding Officer (RPD) Coast Guard Pay and Personnel Center Federal Building 444 SE Quincy Street Topeka, KS 66683-3591
Public Health Service Commissioned Officer		Send letter to: Personnel Services Branch Division of Commissioned Personnel U.S. Public Health Service Room 4-35, Parklawn Building 5600 Fisher's Lane Rockville, MD 29857
National Oceanic and Atmospheric Administration Commissioned Officer		Send letter to: Commissioned Personnel Center NOAA-Attn: CPC (Rm 12100) SSMC-3 1315 East-West Highway Silver Spring, MD 20910

Subchapter 2. Computing the Service Computation Date-Leave

2-1. Coverage.

This subchapter covers how and when to compute the Service Computation Date for leave accrual purposes. Before doing the computations, all periods of creditable service should be identified and verified. See subchapter 1.

2-2. When to Compute the Service Computation Date-Leave.

a. Appointment. A Service Computation Date-Leave must be established for each individual at the time of appointment.

b. Separation. When an employee on an intermittent work schedule or with excess nonpay time leaves the agency, the losing agency must recompute the Service Computation Date-Leave. The adjustment must account for all noncreditable periods of nonpay and for any intermittent service. The adjusted Service Computation Date-Leave is shown on the separation.

c. Additional service. The current agency must recompute the Service Computation Date-Leave when the employee claims additional creditable service or earlier service is made creditable by legislation or other action.

d. Change in military retiree status. If an employee is removed from the military's Temporary Disability Retirement List and discharged from a branch of the uniformed service, the employee's separation is no longer considered to be a retirement. The employee is no longer

subject to the credit limitations for military retirees. The agency must recompute the Service Computation Date-Leave to adjust for this change.

e. Discovery of an error. The current employing agency must recompute an employee's Service Computation Date-Leave when an error is discovered. It does not matter when the error was made, who made it, or what information the employee previously received about the credit to which he or she might be entitled.

f. Change from an intermittent work schedule. When an employee changes from an intermittent to a full time or part time work schedule (including a full or part time seasonal schedule), the agency must recompute his or her Service Computation Date-Leave to give credit for the hours worked. The adjusted Date should be on the action documenting the change in work schedule. Agency payroll records are the usual source of information on the hours worked by intermittent employees.

g. Return to pay or duty status. When an employee returns to duty after a period of noncreditable nonpay or nonduty status, the agency must recompute his or her Service Computation Date-Leave.

(1) If all the noncreditable nonpay is documented on a personnel action, the adjusted Date should be on the action documenting the return to duty status.

(2) There are instances where noncreditable nonpay is not documented on a personnel action. For example, if an employee already has accumulated six months of nonpay status in a calendar year

and then takes an additional two weeks of leave without pay, the two weeks would be noncreditable time but would not be documented on a personnel action. In these cases, the agency has two options for documenting the Change in Service Computation Date-Leave:

- process a personnel action when each period of noncreditable nonpay ends. OR
- keep a record of all noncreditable nonpay in the calendar year and process a single personnel action covering all periods of noncreditable nonpay during the year. If using this option, the agency must process the action in January of the year following the noncreditable nonpay.

2-3. Action on Appointment.

a. No prior service. If the person being appointed has not had any previous military or civilian service, use the date of appointment as the Service Computation Date-Leave.

b. Prior service.

(1) If the employee is being appointed after a break in service of three calendar days or less from creditable civilian service, and the employee does not identify any previously unclaimed service on the Standard Form 144, use the Service Computation Date-Leave on the separation action. The previous agency should have recomputed the Date if there were any intermittent service or excess nonpay.

(2) The Service Computation Date-Leave must be recomputed if the employee:

- had a break in civilian service of more than three calendar days; or

- claims military or civilian service that had not been claimed before.

2-4. Before Computing the Service Computation Date.

a. Put creditable service in chronological order. This ensures that each period of service will be credited and prevents double credit. Double credit can occur when a person has two or more appointments. The time credited can never be more than the equivalent of one full time period of service, that is, the calendar time. Examples include:

- employees on two part time appointments in different agencies. Credit is limited to the calendar time covered by the dual appointments.
- employees who serve on active military service while on leave from civilian service. Credit is limited to the calendar time.

b. Determine the amount of excess nonpay time. This applies to periods of full time and part time service. Since intermittent service is credited only for the time worked, nonpay time is not an issue. If the employee had more than one appointment, use only periods where he or she was not in pay status under any appointment to determine if there was any excess nonpay time.

c. Determine the amount of credit for intermittent service. Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.

(1) Intermittent service before March 1, 1986, is credited using a work year of 260

days or 2080 hours. Use Figure 6-3 to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.

(2) Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use Figure 6-4 to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using Figure 6-3.

(3) Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have been performed on a full time work schedule, that is, the actual calendar time.

d. Military time. Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months and days.*

2-5. Computing the Service Computation Date-Leave.

a. General.

(1) Service Computation Date-Leave calculations are based on a 360 day year, that is, 12 months of 30 days each. Calculations based on a 365 day year may

yield different results.

(2) Dates are added and subtracted in day, month, year order. Borrowing is based on the 360 day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract December 23, 1994 from April 15, 1996.

Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

$$\begin{array}{r} 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 02\ 22 \end{array}$$

Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

$$\begin{array}{r} 1995\ 15 \\ 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 03\ 22 \end{array}$$

Step 3: Subtract years.

$$\begin{array}{r} 1995\ 15 \\ 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 1\ 03\ 22 \end{array}$$

Result is 1 year, 3 months, 22 days.

(3) The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.

b. Separation Dates. Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:

- adding a day to each separation date, OR
- adding the number of separations to the days being subtracted from the appointment date.

c. Breaks in Civilian Service.

Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, 1998, and is appointed in the Department of Agriculture on January 19, 1998. In computing the SCD-Leave, use January 18, 1998, as the separation date for the Department of Army service.

d. Computation Methods.

(1) The preferred method is to:

- add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
- add the separation dates for all periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);
- subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior >Creditable< Service - Worksheet. (2)

The alternative method is to:

- compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;

- total the amounts of creditable service;

- subtract the total from the entrance on duty date for the current appointment.

e. Converting to a realistic calendar date. When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in Figure 6-5.

f. Example. Figure 6-6 is a sample computation using the equivalent of Standard Form 144A, Statement of Prior >Creditable< Service - Worksheet.

2-6. Documenting the Service Computation Date-Leave Determinations.

a. Purpose. Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.

b. Content. Service Computation Date-Leave determinations must be documented on the Standard Form 144A or an agency equivalent form.

(1) There are exceptions to this requirement. Separate documentation is not required when an agency processes personnel actions that change the Service Computation Date-Leave because of excess nonpay or service on an intermittent work schedule. Agency personnel and payroll systems generally do these types of calculations. Remarks on the personnel actions document the amount of service being credited.

(2) Agency equivalent forms may be variations on the Standard Form 144A or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:

- what periods of service were evaluated;
- what periods of service were determined to be creditable for leave accrual purposes;
- the amount of time credited for each period of service; and
- the calculations used to compute the Service Computation Date-Leave.

c. Supporting documentation.

Copies of documents used to claim or verify service not otherwise found in the Official Personnel Folder should be attached to the Standard Form 144-A or equivalent form.

d. Filing.

(1) Standard Form (SF) 144-A or equivalent and the supporting documents should be filed on the right side of the Official Personnel Folder. It should be filed directly under the personnel action that reflects the Service Computation Date-Leave on the form. For example, the SF 144-A for the initial appointment should be filed directly under the SF 50, Notification of Personnel Action, documenting the appointment.

(2) The Standard Form 144, Statement of Prior Federal Service, should be filed according to agency instructions.

2-7. Retirement-Related Data.

a. Creditable military service is reported in remark M39 and to the Central Personnel Data File. This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series).

It is the total number of years and months of military service that is creditable for annual leave accrual purposes. It is calculated by adding together the periods of active military service that were credited in computing the employee's Service Computation Date-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped; for example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If the employee had no *creditable* military service, enter "00-00" or "none" in the remark.

b. Frozen service is reported in remark M38 and to the Central Personnel Data File.

This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series and 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is *not* one of those listed, do *not* use remark M38.

(1) Definition. Frozen service is the total number of years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of an employee covered by the CSRS Offset or the Federal Employees' Retirement System (FERS). The amount of

service is computed when the employee first becomes covered by the CSRS Offset or elects FERS. Once computed, it never changes.

(2) Computing frozen service.

(a) Frozen service is always *zero* if the employee:

- is *automatically* covered by the Federal Employees' Retirement System (FERS); OR
- has less than 5 years of creditable *civilian* service before becoming subject to Civil Service Retirement System Offset (retirement plan codes C and E); OR
- has less than 5 years of creditable *civilian* service before *electing* FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

(b) For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be creditable for Civil Service Retirement System (CSRS) purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example:

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA;
- 09-03-1976 thru 12-12-1981 civilian service under CSRS;
- 10-06-1982 thru 06-15-1984 military service;
- 07-06-1990 appointment under CSRS

Offset.

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service. To compute the frozen service:

Step 1: Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the Service Computation Date-Leave, including adding one day for the separation date.

$$\begin{array}{r} (1) \quad 1975-06-17 \\ \quad \quad \underline{-1974-11-20} \\ \quad \quad \quad 0-06-27 \end{array}$$

$$\begin{array}{r} (2) \quad 1981-12-12 \\ \quad \quad \underline{-1976-09-03} \\ \quad \quad \quad 5-03-10 \end{array}$$

$$\begin{array}{r} (3) \quad 1984-06-16 \\ \quad \quad \underline{-1982-10-06} \\ \quad \quad \quad 1-08-10 \end{array}$$

Step 2: Add all the periods of service.

$$\begin{array}{r} 0-06-27 \\ 5-03-10 \\ \underline{+1-08-10} \\ 6-17-47 \end{array}$$

Step 3: Convert the service to years and months. Using the same rules as for computing the Service Computation Date-Leave, 06-17-47 converts to 7-6-17. The days are dropped in reporting frozen service.

The frozen service is reported as 7 years and 6 months or "07-06".

Figure 6-3. 260-Day Work Year Chart

Give 1 year of credit for each 260 days worked. For amounts of less than 260 days, use this chart. Find the month entry at the top of the column in which number of days worked appears and then find the day entry at the left margin of the line on which the number of days appears. Example: 120 days worked convert to 5 months and 16 days of credit.

Months												
Days	Under 1 mo.	1 mo. and up	2 mo. and up	3 mo. and up	4 mo. and up	5 mo. and up	6 mo. and up	7 mo. and up	8 mo. and up	9 mo. and up	10 mo. and up	11 mo. and up
0			43	65		108	130		173	195		238
1		22	44		87	109		152	174		217	239
2	1	23		66	88		131	153		196	218	
3	2	24	45	67	89	110	132	154	175	197	219	240
4	3		46	68		111	133		176	198		241
5		25	47		90	112		155	177		220	242
6	4	26		69	91		134	156		199	221	
7	5		48	70		113	135		178	200		243
8		27	49		92	114		157	179		222	244
9	6	28	50	71	93	115	136	158	180	201	223	245
10	7	29		72	94		137	159		202	224	
11	8		51	73		116	138		181	203		246
12		30	52		95	117		160	182		225	247
13	9	31		74	96		139	161		204	226	
14	10	32	53	75		118	140		183	205		248
15	11		54	76	97	119	141	162	184	206	227	249
16		33	55		98	120		163	185		228	250
17	12	34		77	99		142	164		207	229	
18	13		56	78		121	143		186	208		251
19		35	57		100	122		165	187		230	252
20	14	36		79	101		144	166		209	231	
21	15	37	58	80	102	123	145	167	188	210	232	253
22	16		59	81		124	146		189	211		254
23		38	60		103	125		168	190		233	255
24	17	39	61	82	104		147	169		212	234	
25	18			83		126	148		191	213		256
26		40	62		105	127		170	192		235	257
27	19	41	63	84	106	128	149	171	193	214	236	258
28	20	42		85	107		150	172		215	237	
29	21		64	86		129	151		194	216		259

Figure 6-4. 2087-Hour Work Year Chart

Give 1 year of credit for each 2087 hours worked. Use this chart for amounts of less than 2087 hours. If the number of hours worked is not on the chart, use the next higher entry (example: for 195 hours, use 197). Find the month entry at the top of the column in which number appears and then find the day entry at the left margin. Example: 197 hours converts to 1 month and 4 days of credit.

Months												
Days	0 and up	1 and up	2 and up	3 and up	4 and up	5 and up	6 and up	7 and up	8 and up	9 and up	10 and up	11 and up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1954
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	145	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	504	678	852	1026	1200	1374	1548	1722	1896	2070
28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

Figure 6-5. Converting to a Realistic Calendar Date

<i>R U L E</i>	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
1	More than 12	Any number	Divide month by 12 and add result to year	Use remainder for month	Go to following rules to create Month-Day Relation.
2	0	0	Subtract 1 from year	Change month to 11	Change day to 30.
3		1-31		Change month to 12	Do not change day.
4		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
5	1	0	Subtract 1 from year	Change month to 12	Change day to 31.
6		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
7	2	0	Subtract 1 from month		Change day to 31.
8		29-30	Change day to 28 (see Note 2 of this table).		
9		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
10	3	0	Subtract 1 from month		Change day to 28 (see note 2).
11		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

Figure 6-5. Converting to a Realistic Calendar Date (Continued)

<i>R U L E</i>	<i>If Month Is</i>	<i>And Day is</i>	<i>Then</i>	<i>And</i>	<i>And</i>
12	4, 6, 9, or 11	0	Subtract 1 from month		Change day to 31.
13		31 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).
14	5, 7, 8, 10, or 12	0	Subtract 1 from month		Change day to 30 (see note 3).
15		32 or more	Divide days by 30	Add result to month	Use remainder for day (see note 1).

NOTES:

1. When proper Month-Day relationship is not created, use rule that applies to situation.
2. When year is a leap year (for example, 1984, 1988, 1992, 1996, or another Presidential election year), change day to 29.
3. When new month is 7 (July), use 31 rather than 30.

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior >Creditable< Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)

Figure 6-6. Example of Service Computation Date-Leave Calculation

STATEMENT OF PRIOR CREDITABLE SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time Excess LWOP - CY 1988
Defense Logistics Agency	1986	4	20	1992	9	1	
		1					
Dept of Interior	1992	9	2	1992	12	31	
Comm & Agriculture - part time	1993	2	24	1994	9	9	
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations						3	
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	7969	27	61				
Total of separation dates (B)	5980	31	57				
SCD-Leave (A) - (B)	1988	8	4				
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes. [This portion of the form is not shown for this example.]							
REMARKS 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

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). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<
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). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<
			M39	Creditable military service: (enter yrs. and mos., e.g., "6 yrs, 7 mos.>").

Table 6-1. Effective Date and Remarks for Appointment Actions or Actions Changing the Service Computation Date-Leave (continued)

<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>
7	Employee is receiving credit for prior non-Federal service or active duty uniformed service (5 U.S. Code 6303(e)), and fails to complete 1 full year of continuous service with the appointing agency (i.e., employee separates from Federal service or transfers to another Federal agency)	Date of separation from appointing agency	B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.

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)

OPM approved single agency authority	BYO: OPM Approved Single Agy Auth

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

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

NOTES:

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
27	Employee declined conversion to a Senior Executive Service(SES) appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
28	Appointment is at salary rate above minimum rate of the grade		P04	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
29	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
30	Employee is appointed to or converted to a supervisory General Schedule (GS) position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
31	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50, Notification of Personnel Action, is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in- force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 4 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
40			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 4 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.

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

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

NOTES:

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

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 & 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

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BYO: OPM Approved Single Agy Auth

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 & 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

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

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

Authority Code to be cited:

BAB: GW001 (MED)
 BAC: GW002 (IT)
 BAD: GW003 (Iraqi)

 BYO: OPM approved Single Agy Auth

OPM approved single agency authority

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

Authority Code to be cited:

BAB: GW001 (MED)
BAC: GW002 (IT)
BAD: GW003 (Iraqi)

OPM approved single agency authority

BYO: OPM approved Single Agy Auth

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	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
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)

R U L E	<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). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<
74	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<

NOTES:

1. 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.

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	Reserved			
15	Reserved			
16	Reserved			
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	***		***	***
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	Employee informed in advance of the conditions of appointment under the Presidential Management Fellows Program.

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	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
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>
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)

>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). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<
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). >This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.<

**Chapter 14. Promotions; Changes to Lower Grade, Level or Band;
Reassignments; Position Changes; and Details
(Natures of Action 702, 703, 713, 721, >730, 731, 732, < 740, 741, 769, and 770)**

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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-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. 335.102< 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.

Chapter 17. Pay and Step Changes
**(Natures of Action 810, 818, 819, 866, 888, 890, 891, 892, 893, 894, 896, 897,
and 899)**

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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:

- >810—Change in Differential;
- 818—Administratively Uncontrollable Overtime;
- 819—Availability Pay;
- 866—Termination of Grade Retention;
- 888—Denial of Within-grade Increase;
- 890—Miscellaneous Pay Adjustment;
- 891—Performance-based Pay Increase Provided on Regular Cycle;
- 892—Performance-based Pay Increase Provided on Irregular Basis;
- 893—Within-range Increase Provided on Regular Cycle;
- 894—General Market or Structural Pay Adjustment;
- 896—Group-based Pay Increase; and
- 897—Within-range Reduction
- 899—Step Adjustment;<

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; and see Chapter 29 for changes in bonuses, awards, or other incentives.

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 >(including any locality payment or special rate supplement)< 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 >any locality payment or special rate supplement)< 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. 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.

e. 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.

f. 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.

g. Locality payment means a locality-based comparability payment under 5 U.S.C 5304 or equivalent payment under another authority.

h. 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. For example, a pay adjustment would 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 considered a pay adjustment.

i. 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).

j. 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.

k. 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.

l. 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.

m. 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 GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), or a retained rate – excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).

n. Special Rates are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under 5 U.S.C. 5305 for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement.

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

p. Step Adjustment means a change in the step of the grade at which the employee is serving, without a change in the

employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00) equal to the employee's former step rate.

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

r. Within-range Increase (WRI) is an increase in an employee's rate of basic pay >within the pay range for his grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance).< A GS within-grade increase (WGI) is one type of within-range increase.

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action.

Usually, personnel actions for pay and

step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 7. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

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

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

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

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

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

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the return to duty personnel action and enter in the remarks on that action P09—“Pay or step adjusted (date) by (authority).”

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

c. Employees who have transferred to international organizations—if the

employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark P06—“Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.”

Table 17-A. Pay and Step Changes under the General Schedule (See Note 3 of this table)

<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 6 of this table)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			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 6 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 6 of this table)
6	Pay adjustment effective under 5 U.S.C. 5303		894	Gen 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 employee's existing pay retention entitlement	894	Gen Adj	QJP >(see Note 8)< and ZLM	Reg. 530.322(c) and (Cite OPM issuance that published new rates)
8		Employee is not entitled to pay retention			QHP >(see Note 8)< and ZLM	Reg. 530.322(a) and (Cite OPM issuance that published new rates)
9		Initial establishment of, or change in, special base rate for a law enforcement officer (GL pay plan code)			ZTW	P.L. 101-509, Sec. 403
10	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement <i>and</i> (2) who is eligible for pay retention. (See rule 27 for an employee who meets the first condition, but not the second condition – e.g., employee ineligible for pay retention because of temporary or term appointment.)	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 >(see Note 8)< and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)
11		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 (i.e., converted to retained rate equal to special rate)			QMP >(see Note 8)< and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)
12		Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level. (See rule 28 in the case of an employee whose special rate entitlement is terminated due to entitlement to a higher rate of pay – e.g., locality rate becomes higher than special rate.)			890	Misc Pay Adj

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>
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc Pay Adj	>QUA and QUM<	Reg. >531.241 and 531.242<
14	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 6 and 7 of this table)
15	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
16		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
17		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				
18		Employee declined a reasonable offer			VNJ	5 U.S.C. 5362(d)(3)
19		Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)
20		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>
21	Termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 USC 5363(e)(2)
22	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 (See 5 U.S.C. 5363(e)(2))<		894	Gen Adj	ZLM	(Other citation (Law, E.O, Reg.))
23	Establishment, change in percentage, or termination of locality-based comparability payment		894	Gen Adj	VGR	5 U.S.C. 5304
24	Establishment, change in percentage, or termination of supervisory differential		810	Chg in Diff	VPH	5 U.S.C. 5755
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151
26	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a

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>
27	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement <i>and</i> (2) who is not eligible for pay retention (e.g., employee with temporary or term appointment)	Employee is not entitled to pay retention under 5 CFR part 536	894	Gen Adj	QLM >(see Note 8)< and ZLM	Reg. 530.323(c) and (Cite OPM issuance that published new rates)
28	Employee's special rate is terminated because the employee is entitled to a higher rate of basic pay (e.g., locality rate surpasses special rate. >(e.g., see 5 U.S.C. 5305(h).< (It is possible that the special rate range or schedule that formerly applied to employee may be discontinued at the same time; however, rules >10-12< and >27< do not apply, since the special rate is not the employee's highest pay entitlement.)	Special rate is terminated because the employee is entitled to a higher rate of basic pay			ZLM And QUB >(see Note 8)<	Other citation (Law, E.O, Reg.), and Reg. 530.303(d)
29	An adjustment in employee's basic rate of pay that is not described in Rules 1-28 (e.g., GS pay increases under maximum payable rate rule; adjustments resulting from a change in employee's pay system, etc.)		890	Misc Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 6 and 7 of this table)

NOTES:

1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.
2. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89. Show as the effective date the date on which the increase would have been effective.
3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule doctors and dentists who are receiving title 38 market pay (GP or GR pay plan code); instead, table 17-D applies to those doctors and dentists.
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. Enter "00" in block 19.
6. If employee is entitled to grade retention, a second authority may be cited: VLJ - 5 U.S.C. 5362(c).
7. If employee is entitled to pay retention, a second authority may be cited: VSJ - 5 U.S.C. 5363(a). >
8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305.<

Table 17-B. Pay Changes Under the Senior Executive Service Pay System (SES)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code</i>	<i>Authority is</i>
1	Performance-based pay increase >provided on an annual cycle (i.e., under 5 CFR 534.404(d) or (e)(1))<	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)
2	Performance-based pay increase provided on an irregular basis (i.e., under >5 CFR 534.404(c)(4)(i)<	892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)
3	A pay increase for a member of the SES *** not to exceed the amount necessary to maintain the SES member's relative position in the SES rate range >(i.e., under 5 CFR 534.404(b)(4))<	890	Misc Pay Adj	Q3C	Reg. 534.404(b)(4)
4	Other pay increase >which does not begin a new 12-month period for the purpose of applying the 12-month rule (i.e., under 5 CFR 534.404(c)(3)(vii) or 534.406(c))<			Q3D	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Other pay increase >which begins a new 12-month period for the purpose of applying the 12-month rule (i.e., under 5 CFR 534.404(c)(4)(ii) or (iii) <			Q3E	>(Cite appropriate law, E.O., or regulation that authorizes the action)<
6	Rate reduction for performance or disciplinary reasons >(i.e., under 5 CFR 534.404(b)(6))<	897	Pay Reduct	Q3F	Reg. 534.404(b)(6)

Notes:

>1.< If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at earlier time.

>2. If an SES member is granted a pay increase under 5 CFR 534.404(e)(2) or 534.404(f)(2) and the previous determination is performance-based, then rule 2 applies. If the previous determination is **not** performance-based, then rule 4 applies.

3. If an SES member is granted a pay increase under 5 CFR 534.404(c)(4)(iv) and the increase is performance-based, then rule 2 applies. If the increase is **not** performance-based, then rule 5 applies.

4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using Rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.<

Pages 17-16 thru 17-20 are blank.

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 2 and 3 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		890	Misc 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 (e.g., see 5 U.S.C. 5363(e)(2))<		894	Gen Adj	ZLM	Other citation (Law, E.O, Reg.)

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 2 and 3 of this table)</i>	<i>Auth is</i>
17	Has rate of basic pay adjusted as a result of the termination of grade retention		890	Misc 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)

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay) (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 (See Note 1 of this table)</i>
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	Other citation (Law, E.O., Reg.)
8	Other miscellaneous pay adjustment not covered by rules 1-7 above (See Note 1 of this table)		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

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.
2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment. >However, if a zero pay adjustment at the time of an increase in the pay range minimum causes an employee's rate of basic pay to fall below that range minimum, an 800 action must be processed to document the change to pay rate determinant code "T", consistent with rule 7 of Table 28-A in Chapter 28.<
3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. (Also, see Note 4 below).
4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful.

Chapter 28. Change in Data Element (Nature of Action 800 and 803)

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Chapter 28. Change in Data Element

1. Coverage.

a. This chapter covers use of nature of actions:

(1) 800/Chg in Data Element, under the circumstances described in Table 28-A, to change:

Agency Code,
Annuitant Indicator,
Bargaining Unit Status,
FLSA Category,
Occupational Code,
Pay Rate Determinant,
Personnel Office ID, and
Position Occupied.

(2) 803/Chg in Retirement Plan to change retirement plan and make resulting changes in the retirement-related data.

b. This chapter does not cover: changes to the Central Personnel Data File data elements, such as organizational component, that are not documented in a designated block on the Standard Form 50. Follow your agency's instructions to document these changes.

2. Use of Standard Form 52.

The use of a Standard Form 52, Request for Personnel Action, is optional when processing 800 and 803 actions. The Standard Form 50 for these actions can be prepared directly from the information in your agency's automated data system, or in the employee's Official Personnel Folder, and any documents submitted by the employee in support of the change. When a Standard Form 52 is used, it is prepared in

the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

3. Instructions.

a. Use Table 28-A to determine whether an 800 or 803 action is required.

(1) When the data element change is the result of another action, just process the other action and put the new data element(s) in the appropriate block(s) on the Standard Form 50. For example, when an employee's retirement code changes as a result of a conversion from an "Appointment NTE (date)" to a "Career-Cond Appt.," just process the conversion action and enter the new retirement code in block 30 of the Standard Form 52/50.

(2) When the data element change occurs simultaneously with another action, but is not the result of that action, process a separate action for the data element change. For example, an employee who is being promoted has just retired from the reserves, which necessitates a change to Annuitant Indicator. Since the change to the Annuitant Indicator is not the result of the promotion, both an "800/Chg in Data Element" and a "702/Promotion" action must be processed.

b. When an action must be processed to record the data element change, use Table 28-A to select the nature of action and authority to be entered in blocks 5A-5D of the Standard Form 50. See Table 28-B for the remark codes and remarks to be entered in block 45 of the Standard Form 50. 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. Also enter in block 45 any additional remarks/remarks codes that are required by your agency or that are necessary to explain the action.

c. If the nature of action will be an 803/Chg in Retirement Plan, check the [CSRS and FERS Handbook for Personnel and Payroll Offices](#) to advise the employee on designations of beneficiary.

d. When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow the agency's instructions to obtain the approval signature.

e. Follow the instructions in Chapter 4 to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.

f. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with, or created in connection with, the change should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of documents not filed in the folder.

g. Follow your agency's instructions to distribute documentation of the personnel actions.

Table 28-A. Processing Changes in Data Elements

<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>
1	A different subelement code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code (47)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)
2	Employee who has not been receiving an annuity begins to receive one, or annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator (28)				
3	Labor organization representation changes so that employee is covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (37)				
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category (35)				

Table 28-A. Processing Changes in Data Elements

<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>
5	Employee's occupational code changes as the result of the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Occupational Code (17)	800	Chg in Data Element	VGP	5 U.S.C. 5107
6	A new occupational code or new code and position title is assigned to employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	5 U.S.C. 552a(e)(5)
7	>Code that formerly identified the special factors used in determining employee's pay is no longer appropriate and no other change is occurring simultaneously with this action<	Pay Rate Determinant (29)				
8	A new identifying number is assigned to the employee's servicing personnel office or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)	Personnel Office ID (48)				
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (34)				

Table 28-A. Processing Changes in Data Elements

<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

<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)					

Table 28-B. Remarks to be shown on Standard Form 50 (Use as many remarks as 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	A data element is changing		M74	Changes data element(s) in block(s) (list SF-50 block numbers.)
2	Employee will be covered under the Federal Employees Retirement System (“FERS”)		M38	Frozen service: (enter yrs. and mos., e.g., “20 yrs., 5 mos.”)
			M39	Creditable military service: (enter yrs. and mos., e.g., “6 yrs., 7 mos.”)
			M40	Previous retirement coverage: (enter “never covered” or “previously covered” or “previously covered--refund eligible”). (See Note 1 of this table).
3		Election <i>is not</i> pursuant to The Federal Employees Retirement Corrections Coverage Act (“FERCCA”), or the deemed FERS regulations	M44	Employee elected coverage under FERS.
4		Election of deemed FERS coverage <i>is</i> subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
5		Employee given opportunity to elect deemed FERS coverage under deemed FERS regulations, but failed to respond to notice	M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2) (i).
6		Employee who has been excluded from FERS because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	M45	Employee is automatically covered under FERS.

Table 28-B. Remarks to be shown on Standard Form 50 (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>
7	Employee erroneously given FERS coverage	Employee chooses to have coverage corrected from FERS pursuant to deemed FERS regulations	M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election)

Note:

1. "Previously covered-refund eligible" indicates an employee who is eligible for a return of excess Civil Service Retirement System deductions because employee has less than 5 years of creditable civilian service on the effective date of transfer to Federal Employees Retirement System. When determining the 5 years, count all Federal service except that which was covered by Old Age, Survivor and Disability Insurance tax (FICA) and Civil Service Retirement System (retirement codes "C," "E," "R," and "T"). This includes service for which the employee has received a refund of deductions. "Previously covered" indicates an employee who was previously covered by the Civil Service Retirement System or the Federal Employees Retirement System and who is not described above.

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action 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>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly 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	Reg. 575.311

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action 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>
22	Establishment of retention incentive when a service agreement is required >and employee is likely to leave Federal service<	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	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	Reg. 575.311
>25		Payment is 25% or less for an individual or 10% or less for a group			VPA	Reg. 575.315
26	Establishment of retention incentive when a service agreement is required and employee is likely to leave for a different position in the Federal service	Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	Reg. 575.315 (Higher Cap)
27		Payment is terminated			VPC	Reg. 575.315(g)<
>28<	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)
>29<		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
>30<		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)

Table 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And</i>	<i>And</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>		
> 31<	Made to an individual employee	Payment is based on rating of record or contribution	Made under chapter 45	Is rating-based		840	Individual Cash Award RB (See Note 3 of this table)				
> 32<				Is not rating- based		849	Individual Cash Award NRB (See Note 3 of this table)				
> 33<				Other than chapter 45	Is a rating-based lump-sum payment	In lieu of pay adjustment due to range maximum or control point		885	Lump Sum Performance Payment RB-ILPA (See Note 3 of this table)	V3A	(Cite law, E.O., or regulation that authorizes the action)
> 34<			In lieu of pay adjustment – other reason				V3B			(Cite law, E.O., or regulation that authorizes the action)	
> 35<			Not in lieu of pay adjustment; separately administered				886	Lump Sum Performance Payment RB-NILPA (See Note 3 of this table)			
> 36 <					Is performance- related lump- sum payment that is not rating- based			887	Lump Sum Performance Payment NRB (See Note 3 of this table)		
> 37<			Cash award is based on suggestion/invention					842	Individual Suggestion/Invention Award		
> 38 <			Employee will receive time off as a reward for a specific achievement					846	Individual Time Off Award		

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.
3. The following are translations for the abbreviations shown in rules 28-33 above: “RB” means Rating Based; “NRB” means Not Rating Based; “RB-ILPA” means Rating Based - in Lieu of Pay Adjustment; and “RB-NILPA” means Rating Based - Not in Lieu of Pay Adjustment.

Chapter 31. Separations by Other than Retirement (Natures of Action 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, and 390)

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Chapter 31. Separations by Other than Retirement

1. Coverage.

a. Separations are actions that end employment with an agency. This chapter covers separations by other than retirement. Actions covered include: resignations; terminations; removals; separations due to reduction in force; separations to enter the uniformed services; and deaths. It includes those involuntary separations under which the employee may be eligible for discontinued service retirement, or MRA+10 retirements when the employee chooses to postpone the MRA+10 annuity commencing date beyond 31 days after separation. (See Chapter 44 and 42, respectively, of [The CSRS and FERS Handbook](#).)

b. This chapter does not cover: retirements (Chapter 30); movements from one part of an agency to another (Chapter 14); changes in the human resource system serving the employee (not an official personnel action); or details to a State or local government, to an institution of higher learning, to another agency, or to an international organization (Chapter 14).

2. Definitions.

a. Appeal Rights—An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a proposed action by presenting evidence and/or calling witnesses before an agency official who has the authority to modify or rescind the proposed action. For purposes of this chapter, the right to challenge an action through procedures designed to handle complaints of

discrimination or violation of merit system principles is not an appeal right.

b. Resignation—a separation initiated by an employee.

c. Resignation—ILIA (in lieu of involuntary action)—a separation initiated by the employee under circumstances that meet the definition of “involuntary separation” in Chapter 44 of [The CSRS and FERS Handbook](#).

d. Removal—a separation from Federal service initiated by the agency, the Office of Personnel Management or the Merit Systems Protection Board under parts 359, 432, 731, or 752 of title 5, Code of Federal Regulations; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations. (Note: This Chapter covers actions that remove an employee from the agency. Most removals from the Senior Executive Service under part 359 result in conversion to an appointment outside the Senior Executive Service. These conversions are covered in Chapters 9-11.)

e. Separation-Appt In (name of entity)—a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions *AND* the employee will continue to receive Federal benefits.

f. Separation-US (uniformed services)—a separation action initiated by the agency when the employee enters on duty with the uniformed services. (Note: This action is not appropriate when an employee fails to return, and did not provide written notice of intent not to return. In that case, he or she is subject to the policy and disciplinary

action the agency would normally apply for a similar absence without approval.)

g. Separation-RIF—a separation from the agency under parts 351 or 359, title 5, Code of Federal Regulations, or as a consequence of reduction in force.

h. Termination-Appt In (agency)—a separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

i. Termination during Prob/Trial Period—an agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

j. Termination-Exp of Appt—a separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment.

k. Termination-Sponsor Relocating—an action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

3. Selection of Legal Authority.

a. Meaning of “equivalent to CS Regs.” For some actions covered by this Chapter, the legal authority will depend on whether the action is being taken under civil service laws and regulations, under agency procedures that are equivalent to those required under civil service laws and regulations, or under other procedures. To select the legal authority, you must know what procedures were used. If you are not sure, ask the person who approved the action. *You cannot*

select the correct authority without knowing the procedures used to effect the action.

b. Agency-Unique Authorities. If the action is being taken under an authority that is unique to your department or agency, cite that authority instead of the authority and code shown in this Chapter.

The Office of Personnel Management must have issued an authority code before an agency-unique authority can be used instead of the authorities shown in this Chapter.

c. Actions for Which the Agency Must Select the Authority. For some actions you will be given a legal authority code and told to cite the appropriate authority.

(1) If a specific law, Executive Order, regulation, or agency directive was the basis for the action, cite it in the legal authority block on the Standard Form 52/50, *along with the legal authority code shown in the table.*

(2) When the employee is serving on a temporary appointment and no other law, Executive Order, regulation, or agency directive applies to the action, cite the appointment authority in the legal authority block on the Standard Form 52/50, *along with the legal authority code shown in the table.*

(3) For situations not described in paragraphs (1) and (2), cite “5 U.S.C. 302” in the legal authority block on the Standard Form 52/50, *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** in those rare instances when no other authority is appropriate for the action.

4. Documenting Reason(s) for Separations

a. Need for Remarks. Most of the actions in this Chapter require remarks that document the reasons for the action. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation. When a former employee applies for unemployment compensation, the State employment security agency will use the nature of action and the remarks to adjudicate the claim. Inadequate or incomplete information about the separation may result in delays or errors in processing such claims.

b. Employee's Reason for Resignation.

(1) Each person who resigns should be asked to do so in writing. Part E of the Standard Form 52 is one option for submitting a written resignation. When the employee resigns orally, try to obtain written confirmation. If this is not possible, ask the person who received the oral resignation to document it in a memorandum for the record.

(2) In the remarks section of the Standard Form 50, quote in full the employee's reason for resigning. If the employee's reason is so lengthy that it will not fit in the space available, summarize it. The entire reason will remain a matter of record because the resignation is a long term Official Personnel Folder document.

c. Agency Comments Regarding Employee's Reason for Resignation—Agency Finding.

(1) Employees without appeal rights. When the employee is serving an initial appointment probation or a trial period

required by civil service or agency regulations, or when employee is serving under an appointment that does not afford appeal rights, NO agency comments or findings regarding the employee's resignation may be placed on the Standard Form 52, Standard Form 50, in the employee's Official Personnel Folder, or in the Employee Performance Folder.

(2) Employees with appeal rights.

Agency findings should be documented on the resignation Standard Form 50 *only* when the employee has appeal rights *and* has been notified *in writing* of an agency action *BEFORE* the resignation was submitted. Agency findings should be documented if the employee was notified of:

- a proposed or pending disciplinary or adverse action;
- a proposed or pending position change due to failure to complete a supervisory/managerial probationary period successfully;
- action to withhold a within-grade increase; or
- proposed removal from the Senior Executive Service.

Unless the employee was notified in writing BEFORE submitting the resignation, do NOT record any adverse agency findings on the Standard Form 52, Standard Form 50, in the Official Personnel Folder or the Employee Performance Folder.

d. Agency-Initiated Separations.

(1) Employees without appeal rights.

When an employee who is serving on an appointment that *does not* afford appeal rights is separated for conduct and/or performance reasons, NO agency reasons for or comments regarding the action may be placed on the Standard Form 52, the

Standard Form 50, in the Official Personnel Folder or Employee Performance Folder.

(2) Employees with appeal rights.

When an employee serving on an appointment that does afford appeal rights is separated by the agency, the agency must summarize the reason(s) for the action in the Standard Form 50 remarks. The reason(s) must be consistent with any written reason(s) previously given the employee as the basis for his or her separation.

e. Unemployment Compensation Claims. An agency may have factual information that would impact on a former employee's unemployment compensation claim but is not documented on the separation Standard Form 50. In these cases, the agency may retain that information in a "subject file" that is separate and apart from the employee's personal records or any other records that are filed by and retrieved by employee name or employee identifier (such as an employee number, a payroll number, or Social Security Number). These files are retained for two years from the effective date of the separation.

5. Effective Dates.

All separations are effective at the end of the day (midnight) unless an earlier time is indicated on the Standard Form 50.

a. Termination-Appointment In. When the separation is to move to other Federal employment without a break in service, the effective date should be the day immediately preceding the day the employee entered on duty in the new employing agency. Do not process the Termination-Apppt In (agency) action

before receipt of evidence that the employee actually has been appointed in the other agency. Accept as evidence of the appointment *only*:

- (1) a copy of the Standard Form 50 or list form of notice by which the other agency appointed the person; *or*
- (2) a copy of the other agency's appointment Standard Form 52 showing the appointment date and the appointing official's signature.

b. Termination during probationary period. The initial appointment probationary period ends at the end of the employee's tour of duty on the last work day of the probationary period. If management decides to terminate the employee during the probationary period, the Standard Form 50 must be effective on a *day prior* to the last day of the probationary period, or at a specific *time of day* before the end of the employee's work day on the last day of the probationary period.

c. Other separations. Resignations are effective on the date specified by the employee. Other separations are effective on the date set by the agency. When advance notice periods are required by law or regulation (for example, under adverse action procedures), the separation may not be effective prior to the last day of any notice period.

d. Two actions proposed for the same date. When two actions, such as a termination during probationary period and a resignation, are proposed for the same date but one specifies an earlier time, process the one with the earlier time. When two actions are proposed for the same date and time, process the one that was submitted *first*.

Example 1: On July 12th, a supervisor submits a request to terminate a probationary employee, effective July 16th. On July 13th, the employee submits a resignation to be effective “at the end of the workday on July 16th.” The agency's action would be effective at midnight since an earlier time was not specified. Because the actions would be effective at different times, and because the resignation would be effective first, the agency processes the resignation instead of the termination.

Example 2: On April 10th, the agency notifies the employee of its decision to remove him effective May 10th. On April 12th, the employee submits a resignation which is also effective on May 10th. Because neither request specifies an earlier time, each would be effective at midnight on May 10th. Since the removal was submitted first, the agency processes the removal instead of the resignation.

6. Instructions.

a. Follow instructions in Chapter 4 to complete the Standard Form 52 and Standard Form 50.

b. Select the nature of action and authority from the appropriate table:
Use Table 31-A for resignations; and
Use Table 31-B for separations other than resignations.

c. Use Table 31-C to select codes for remarks required for the action. Use Table 31-D to translate remarks codes into the remarks.

d. Also enter any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.

e. An employee may receive a within-grade increase (WGI) while in nonpay status when the WGI becomes due during the period of nonpay time that is creditable for that step. If the WGI was not processed before the separation, show the step and salary to which employee was entitled in blocks 19 and 20 of the separation Standard Form 50. Use remark P16 to explain that the employee met requirements for the WGI.

f. Follow your agency's instructions to process the action and distribute the Standard Form 50.

g. Check [The Guide to Personnel Recordkeeping](#) to decide what documents submitted or created in connection with the action should be filed in the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.

>h.< Follow instructions in [The Guide to Personnel Recordkeeping](#) to transfer the Official Personnel Folder. After you dispatch it, if you find any long-term (right side) records that belong to the Folder, send them immediately to the address to which the Folder was sent. Be sure employee's full name, social security number, and date of birth are on *each form or document*.

Job Aid

Actions When an Employee Separates

Instructions: This list is intended as a reminder of actions that may be required when an employee separates. Follow your agency procedures to be sure that all required actions are taken.

<i>If the employee</i>	<i>Then</i>
Separates for a reason other than death	On or before the separation date, give the employee a completed Standard Form 8 showing the full address of the payroll office maintaining the records.
Is enrolled in a health benefits plan	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
Has Federal Employees' Group Life Insurance (FEGLI) coverage	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensations and Employing Offices .
Is covered by the Civil Service Retirement System or the Federal Employees' Retirement System	Follow instructions in The CSRS and FERS Handbook for Personnel and Payroll Offices .
Was receiving or was entitled to receive severance pay based on a previous separation	Send a copy of the separation Standard Form 50 to the agency responsible for the severance pay fund so they will know to begin or resume any required payments.
May be entitled to severance pay based on this separation	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 550.)
May be eligible for consideration under the agency's reemployment priority list, agency career transition assistance plan, or the interagency career transition assistance plan	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 330.)
Was earning leave	Follow agency procedures for processing lump sum payments and preparing the Standard Form 1150, Record of Leave Data.

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Table 31-A. Documenting Resignations (See Note 1 of this table)

<i>R U L E</i>	<i>If Resignation is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
1	While employee is serving an initial appointment probation or a trial period required by civil service or agency regulations		317	Resignation	RUM	Reg. 715.202 Other
2	While employee is serving under an appointment that does not afford an appeal right (see Note 2 of this table)					
3	While employee is serving a probationary period in the Senior Executive Service					
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 U.S.C., chapter 75			RQM	Reg. 715.202 CAA (see Note 3 of this table)
5		Action is proposed under agency procedures equivalent to 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (see Note 3 of this table)
6		Action is proposed under other procedures not described in Rules 1-5			RSM	Reg. 715.202 OAA (see Note 3 of this table)
7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period					R6M

Table 31-A. Documenting Resignations (See Note 1 of this table)

<i>R U L E</i>	<i>If Resignation is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>			
8	After receiving notice of proposed removal or placement out of the Senior Executive Service for unacceptable work performance during probation		312	Resignation-ILIA	R6M	Reg. 715.202 Prob			
9	After receiving notice of proposed placement out of the Senior Executive Service because of failure to be recertified				R9M	Reg. 715.202 Recert			
10	After receiving notice of proposed placement out of the Senior Executive Service for less than successful performance following completion of Senior Executive Service probation				R7M	Reg. 715.202 Perf			
11	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10				Action is proposed under 5 CFR part 432	R8M	Reg. 715.202 Eq Perf		
12					Action is proposed under agency procedures equivalent to those under 5 CFR part 432				
13					Action is proposed under procedures not described in Rules 11-12			RUM	Reg. 715.202 Other
14					After employee receives written notice that position will be contracted out under Office of Management and Budget Circular A-76			RTR	Reg. 715.202 (A-76)

Table 31-A. Documenting Resignations (See Note 1 of this table)

<i>R U L E</i>	<i>If Resignation is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
15	In lieu of proposed or pending reduction in force action or after written notification that position is being abolished	When Rule 14 does not apply	312	Resignation-ILIA	RTM	Reg. 715.202 RIF
16	After receiving notice of a new assignment as part of an established rotation policy within the agency or that was directed by the agency (see Note 4 of this table)	Assignment is out of commuting area and was not provided for at time of appointment			RXM	Reg. 715.202 Relo
17	After receiving written notice of a new assignment as a result of his or her job being contracted out under Office of Management and Budget Circular A-76				RPR	Reg. 715.202 (A-76 Assignment)
18	After receiving notice of a new assignment as a result of his or her job function being moved outside of employee's commuting areas (see Note 4 of this table)	New assignment is <i>not</i> the result of contracting out under Office of Management and Budget Circular A-76			RWM	Reg. 715.202 Reas
19	In lieu of an involuntary action described in Chapter 44 of The CSRS and FERS Handbook , and not covered in Rules 1-18	Employee has received written notice of the proposed action			RPM	Reg. 715.202

Table 31-A. Documenting Resignations (See Note 1 of this table)

<i>R U L E</i>	<i>If Resignation is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
20	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (see Note 5 of this table)	Action is proposed under 5 U.S.C., chapter 75	312	Resignation-ILIA	RQM	Reg. 715.202 CAA (see Note 3 of this table)
21		Action is proposed under agency procedures equivalent to those under 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (see Note 3 of this table)
22		Action is proposed under other procedures not described in Rules 1-21			RSM	Reg. 715.202 OAA (see Note 3 of this table)
23	Under conditions not covered in Rules 1-22 (see Note 6 of this table)		317	Resignation	RPM	Reg. 715.202

NOTES:

1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, *not* a resignation.
2. See Regulation 752.401(c) for a list of the employees who are covered by Part 752 of the civil service regulations and, therefore, have appeal rights. If the employee is serving on an appointment that is not listed in Regulation 752.401(c), such as on an Appt NTE in the competitive service, then the employee has no appeal rights.
3. The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures."
4. If an employee declines a reassignment and the agency issues a notice of proposed separation that is then followed by the employee's resignation, use Rules 20-22.
5. Use this rule only when the employee has been notified in writing of the proposed action.
6. If a Department of Defense employee is resigning to accompany a sponsor overseas, use Table 31-B.

Table Summary: Table 31-B. Documenting Separations other than Resignations and Retirements

<i>If Action is based on</i>	<i>Go to Rules</i>
Abandonment of position	61
Appointment in another agency	2-12
Conduct	35-40
Conduct and Performance	41-46
Contracting out of Employee's Position	17
Death	1
Directed Reassignment, failure to accept	21-23
Expiration of Appointment	14
Failure to qualify for conversion	57-60
Function or activity moves, employee declines to accompany	24-26
Lack of work/funds when employee is on a temporary appointment	18-19
Merit Systems Protection Board instruction	53
National security, directed by head of agency	56
Office of Personnel Management instruction	54-55
Performance	27-34
Pre-appointment conditions	47-52
Reemployed annuitant, employee being a	62
Reduction in Force (RIF)	15-16
Relocation of a Department of Defense Sponsor	20
Uniformed Services, duty with	13
Circumstances not listed above	63-65

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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-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>
15	Under reduction-in-force (RIF) procedures	Employee is in the Senior Executive Service	356	Separation-RIF	VDK	5 U.S.C. 3595
16		Employee is in the competitive service or the excepted service			PNM	Reg. 351.603
17		Due to contracting out of functions under Office of Management and Budget Circular A-76			PNR	Reg. 351.603 (A-76)
18	Because of lack of work, lack of funds, or ceiling limitations when employee is on a competitive service appointment limited to one year or less	Action is not effected under reduction-in-force regulations	357	Termination	MUM	Reg. 316.401
19	Because of lack of work, lack of funds, or ceiling limitations	When employee is on a temporary appointment that is not described in Rules 1-18			UYM	(Enter authority under which employee was appointed)
20	The result of a Department of Defense (DoD) employee submitting a resignation to accompany sponsor military or civilian sponsor to a new duty station (see Note 3 of this table)	Sponsor is on active duty in the military or is a Department of Defense civilian employee who (1) signed a mobility agreement which requires as a condition of employment, accepting an assignment anywhere in the world at management's request, or (2) relocates to or from an assignment at a duty station outside the continental United States.	351	Termination-Sponsor Relocating	RPM	Reg. 715.202

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>
21	Because employee declined to accept a directed reassignment, outside the commuting area, which was not provided for in employee's position description or employment agreement	Action is effected under 5 U.S.C., chapter 75	330	Removal	V9A	5 U.S.C. 75 Reas
22		Action is effected under agency procedures, equivalent to those under 5 U.S.C., chapter 75, that afford employee appeal rights			V9B	5 U.S.C. 75 Reas-Eq
23		Action is effected under procedures that do not afford employee appeal rights	357	Termination	USM	(Enter Agency Authority)
24	Because employee declined to accompany his or her function or activity when it was moved outside of the employee's commuting area	Action is effected under 5 U.S.C., chapter 75	330	Removal	VJJ	5 U.S.C. 75 Relo
25		Action is effected under agency procedures, equivalent to those under 5 U.S.C., chapter 75, that afford employee appeal rights			V2J	5 U.S.C. 75 Relo-Eq
26		Action is effected under procedures that do not afford employee appeal rights	357	Termination	UTM	(Enter Agency Authority)
27	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under Part 432, Civil Service Regulations	330	Removal	QGM	Reg. 432.101

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>
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under agency procedures, equivalent to those required under part 432, Civil Service Regulations, that afford employee appeal rights	330	Removal	QHM	Reg. 432.101 Eq
29	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Action is processed under part 752D, Civil Service Regulations			VWP	5 U.S.C. 7513
30		Action is processed under agency regulations, equivalent to those required under part 752D, Civil Service Regulations, that afford employee appeal rights			VWR	5 U.S.C. 7513 Eq
31		Employee is serving an initial probationary period	385	Termination during prob/ trial period	L2M	Reg. 315.804
32		Employee is serving a trial period required by civil service or agency regulation			L4M	Reg. 315.804 Eq
33		Employee is currently serving a probationary period in the Senior Executive Service			V2M	5 U.S.C. 3393
34		Employee is serving on an appointment not described in Rules 31-33 that does not afford appeal rights	357	Termination	ZLK	(Enter Law, Executive Order or Regulation that authorizes termination because of performance)

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>
35	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the separation is not covered under Rules 27-34)	Is effected under 5 U.S.C., chapter 75 (under civil service adverse action procedures)	330	Removal	V6J	5 U.S.C. 75 Postappt
36		Is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C., chapter 75, that afford employee appeal rights			V8J	5 U.S.C. 75 Postappt-Eq
37		Is effected during an initial appointment probation	385	Termination during prob/ trial period	L2M	Reg. 315.804
38		Is effected during a trial period required by civil service or agency regulations			L4M	Reg. 315.804 Eq
39		Is effected during the probationary period of a Senior Executive Service career appointee			VYM	5 U.S.C. 3393 Postappt
40		Employee is serving on an appointment other than one described in Rules 37-39 that does not afford appeal rights	357	Termination	ZLJ	(Enter Law, Executive Order or Regulation that authorizes termination because of misconduct)

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>
41	Because of employee's conduct or delinquency after entrance on duty <i>and</i> because of unacceptable performance	Is effected under 5 U.S.C. , chapter 75 (under civil service adverse action procedures)	330	Removal	VAJ	5 U.S.C. 75
42		Is effected under an agency authority, following procedures equivalent to those required under 5 U.S.C., chapter 75, that affords employee appeal rights			VHJ	5 U.S.C. 75 Eq
43		Is effected during an initial appointment probation	385	Termination during prob/ trial period	L5M	Reg. 315.804 Mix
44		Is effected during a trial period required by civil service or agency regulations			LXM	Reg. 315.804 Eq Mix
45		Is effected during the probationary period of a Senior Executive Service career appointee			V2M	5 U.S.C. 3393
46		Employee is serving on an appointment other than one described in Rules 43-45 that does not afford appeal rights	357	Termination	ZLL	(Enter Law, Executive Order, or Regulation that authorizes termination because of <i>both</i> misconduct and performance)

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>
47	Because of conditions arising in whole or in part before employee's entrance on duty, such as making false statements on application/ resume or failure to qualify in investigation	Is effected under 5 U.S.C., chapter 75 (under civil service adverse action procedures)	330	Removal	V5J	5 U.S.C. 75 Preappt
48		Is effected under an agency authority, following procedures equivalent to those required under 5 U.S.C., chapter 75			V7J	5 U.S.C. 75 Preappt Eq
49		Is effected during an initial appointment probation	385	Termination during prob/ trial period	L6M	Reg. 315.805
50		Is effected during a trial period required by civil service or agency regulations			L8M	Reg. 315.805 Eq
51		Is effected during the probationary period of a Senior Executive Service career appointee			VUM	5 U.S.C. 3393 Preappt
52		Employee is serving on an appointment other than one described in Rules 49-51 that does not afford appeal rights	357	Termination	UXM	(Enter Law, Executive Order, or Regulation that authorizes the termination)
53	Instructed by the Merit Systems Protection Board	VAA			5 U.S.C. 1204	
54	Instructed by the Office of Personnel Management	Is based on suitability reasons	330	Removal	RYM	Reg. 731.201

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>
55	Instructed by the Office of Personnel Management	Is based on reasons other than suitability	357	Termination	A3M	CS Rule V
56	Effected by agency head in the interest of national security		330	Removal	V4J and ZEM	5 U.S.C. 7532 and E.O. 10450
57	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under Regulation 315.704	Action is effected under procedures of 5 U.S.C., chapter 75			LTM and VAJ	Reg. 315.704(c)-conduct and 5 U.S.C. 75
58		Action is not effected under procedures of 5 U.S.C., chapter 75	357	Termination	LTM	Reg. 315.704(c)-conduct
59	Because employee failed to qualify for conversion under Regulation 315.704 for reasons other than conduct or delinquency, such as for failure to pass an examination	Action is effected under 5 U.S.C., chapter 75	330	Removal	LUM and VAJ	Reg. 315.704(c) and 5 U.S.C. 75
60		Action is not effected under 5 U.S.C., chapter 75	357	Termination	LUM	Reg. 315.704(c)
61		Adverse action removal procedures are not followed			C7M	Reg. 715.202-Abandonment
62		The basis and procedure for the termination are not covered in Rules 14-61			VCM	5 U.S.C. 3323

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>
63	For employee to accept employment with a non-Federal Government entity that takes over his or her Federal functions	The employee will continue to receive Federal benefits	390	Separation-Appt In (name of entity)	ZLM	(Cite specific statute that authorizes the transfer of function)
64	Under circumstances not described elsewhere in this table	Employee is entitled to appeal the separation	330	Removal		(Enter Law, Executive Order or Regulation that authorizes the action)
65		Employee is not entitled to appeal the separation	357	Termination		

NOTES:

1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.
2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving in order to determine if the move is to a position at a higher or lower grade.
3. The agency should review a copy of the orders assigning the employee's sponsor to a new duty station before using this code.
4. If employee is later found, in fact, to have resigned before the termination was processed, the termination can be corrected (following the procedures in Chapter 32) to show a resignation.

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>	
1	Nature of action code is <i>not</i> 350			M67	
2	Employee is resigning	Gave a reason for resignation		R19	
3		Gave no reason for resigning		S68	
4	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance (see Notes 2 and 3 of this table)		Employee filed a grievance	M26
5			Employee did not file a grievance	M27	
6	Senior Executive Service Career Appointee is resigning	Resigns after receiving notice of removal or placement out of the Senior Executive Service during probation		M58	
7		Resigns after receiving notice of placement out of the Senior Executive Service for less than fully successful performance following completion of Senior Executive Service probation		M58 and S82	
8		Resigns after receiving notice of placement out of the Senior Executive Service because of failure to be recertified		Is applying for discontinued service retirement under the Civil Service Retirement System	M58, S82, and S83
9				Is applying for discontinued service retirement under the Federal Employees Retirement System	M58, S82, and S84

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>	
10	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency <i>proposes</i> to take	Employee has been serving on an appointment which does afford appeal rights (see Note 2 of this table)	The action proposed was a separation action	S31	
11			The action proposed was a demotion	S32	
12			The action proposed was a suspension	S33	
13	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency has <i>decided</i> to take		The pending action was a separation action	S28	
14			The pending action was a demotion	S29	
15			The pending action was a suspension	S30	
16	Employee resigns after receiving notice that within-grade increase will be denied but before the 888/Denial of Within-grade Inc action is effected				S80
17	Employee resigns during initial appointment probation				S65
18	Employee resigns during trial period				S66

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of <i>proposed</i> position change for failure to satisfactorily complete that probationary period		S74
20		Resigns after being notified of <i>decision</i> on position change as a result of failure to satisfactorily complete that probationary period		S75
21	Employee received a reduction-in-force notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56
22			Gave reasons for declining the offer	S51, S54, and R55
23		Was not offered another job		S51 and S58
24	Separation is based on employee's declination of relocation	R53		
25	Separation is based on employee's declination of assignment		R52	
26	Employee is terminated after receiving a written notice of adverse action <i>proposed</i> by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the proposed adverse action (see Note 2 of this table)	The action proposed was a separation	S42
27			The action proposed was a demotion	S41
28			The action proposed was a suspension	S40
29	Employee is terminated after receiving a written notice of <i>decision</i> on an adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the pending adverse action (see Note 2 of this table)	The decision was a separation	S45
30			The decision was a demotion	S44
31			The decision was a suspension	S43

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
32	Separation is ordered by the Merit Systems Protection Board			S73
33	Separation is ordered by the Office of Personnel Management			S46
34	Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board			S47
35	Nature of Action is <i>355/Termination—Exp of Appt</i>	Employee refused extension of appointment		S57
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78
37	***			***
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)			P82
39	Employee's total salary includes a supervisory differential			P80
40	Reserved			

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
41	Employee's total salary includes availability pay			P98
42	Pay in position from which employee is separating has been set at a special rate under 5 U.S.C. 5305			P05
43	Employee was receiving (or was entitled to receive) severance pay at the time of current appointment based upon a previous separation (see Note 4 of this table)	Severance pay is to be resumed by agency responsible for severance pay fund (see Note 5 of this table)		N20
44		Employee lost entitlement to severance pay (see Note 5 of this table)		N23
45		Severance pay is to be <i>recomputed</i> by agency responsible for severance pay fund (see Note 5 of this table)		N21
46	Employee is entitled to severance pay based upon the separation (see Note 5 of this table)			N22 and N59
47	Employee's separation is involuntary	Employee is not entitled to severance pay		N23
48	Employee completed requirements for a within-grade increase <i>on or before</i> separation date	The within-grade increase was not effected		P16

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
49	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is known	Retained rate will terminate during period of lump sum payment	N26 and P18
50			Retained rate will not terminate during period of lump sum payment	N26
51			Employee does not have retained rate	
52		The exact number of hours of unused annual leave is not yet available	Retained rate <i>will</i> terminate during period of lump sum payment	N27 and P18
53			Retained rate <i>will not</i> terminate during period of lump sum payment	
54			Employee does not have retained rate	
55	Employee has been in nonpay status during current calendar year	Total nonpay status during current calendar year exceeds 6 months		G31
56	Separation is from intermittent employment	Employment has been without compensation (WC)		G29 (see Note 7 of this table)
57		Employment has been <i>with</i> pay		G30 (see Note 7 of this table)

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
58	Employee may be barred from annuity under 5 U.S.C. chapter 83, subchapter II	Employee is <i>eligible</i> to apply for an immediate annuity		M61
59		Employee is <i>not eligible</i> to apply for an immediate annuity		M60
60	Separation results from work-related injury/disability (see 5 U.S.C. 8102)	Employee is eligible for continuation of pay		N11 and N12
61				N10
62	Employee, who is separating from Federal service, has life insurance coverage	Employee has made an assignment of life insurance coverage		B69
63		Employee has not made an assignment of life insurance coverage		B46
64	Employee, who is separating from Federal service, has health benefits coverage	Separation is involuntary due to gross misconduct (see Note 8 of this table)		Is not being placed on the Office of Workers' Compensation Programs rolls
65		Separation is not described in Rule 64	B53	

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
66	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund employees			B63
67	Employee under the Federal Employees Retirement System is separated after attaining the minimum retirement age (MRA) and completing 10 years of creditable service (see The CSRS and FERS Handbook , Chapter 42)			B62
68	Employee under the Federal Employees Retirement System is separated after completing 10 years of creditable service (see The CSRS and FERS Handbook , Chapter 42)			B61
69	Employee is transferred to an international organization			M62
70	Employee separates to go to the American Institute in Taiwan under P.L. 96-8			M04
71	Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency	The action is based on unacceptable performance during probation, less than fully successful performance following probation, or failure to be recertified		M58
72	Employee abandoned his or her position			S20

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
73	Reserved			
74	Employee will have reemployment rights			M64
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (see Note 2 of this table)		S48
77	Action is a 330/Removal			S47

NOTES:

1. See Table 31-D to translate codes into actual remarks.
2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
3. When employee's reason for resigning is work-connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.
5. See 5 CFR part 550, subpart G, to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.

NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
7. 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 equaled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.

Table 31-D. Codes and Corresponding Remarks

<i>R U L E</i>	<i>If Code is</i>	<i>Then 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 (non-group contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8		Reserved
9	G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
10	G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
11	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
12	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.

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

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M26	Employee was advised of opportunity to file grievance and elected to do so.
14	M27	Employee was advised of opportunity to file grievance and elected not to do so.
15	M58	No SES reinstatement rights.
16	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
17	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
18	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
19		Reserved
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$) severance pay fund to be paid at the rate of (\$) per week over (number) weeks beginning (date).

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).
36	***	***
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 31-D. Codes and Corresponding Remarks (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
62	S54	Offered job(s) of (position title, grade, salary, and geographical location).
63	S56	No reason given by employee for refusing job offer.
64	S57	Refused extension of appointment.
65	S58	No other work available.
66	S65	Resigned during initial appointment probationary period.
67	S66	Resigned during trial period.
68	S68	Employee gave no reason for resignation.
69	S73	Separated by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
70	S74	Agency Finding: Resigned after receiving notice of proposed position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
71	S75	Agency Finding: Resigned after receiving notice of decision on position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
72	S78	Employee is accompanying a U.S. Government sponsor overseas.
73	S80	Agency Finding: Resigned after receiving notice that within-grade increase would be denied.
74	S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reason(s)).
75	S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h).
76	S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2).

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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 >any locality payment or special rate supplement<) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of uncheduled 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.

LEAVE, MILITARY—Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty. (Military Leave is not available for inactive duty or drills.)

LEAVE, SICK—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal Government earn sick leave at the rate of 13 working days a year. (5 U.S.C. 6307 and 5 CFR part 630, subpart D)

LEAVE WITH PAY (LWP)—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

LEGAL AUTHORITY SUFFIX—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

CAA = Action proposed under civil service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Decl = Declined

Disp = Displacement

EAA = Action proposed under agency procedures which are equivalent to civil service adverse action procedures

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

Mix = For mixed reasons, (for both conduct and performance reasons)

MFD = More than 14 days

NARS = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = Action proposed under other adverse action procedures

OTD = Over 30 days

Perf = Performance

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Recert = Recertification

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program

LIFE INSURANCE—The group life, death and accidental dismemberment insurance available to Federal employees. (5 U.S.C. chapter 87 and 5 CFR parts 870-874)

LOCALITY PAYMENT means a locality-based comparability payment under 5 U.S.C. 5304 or equivalent payment under another authority.

LOCALITY-BASED COMPARABILITY

PAYMENT means a payment under 5 U.S.C. 5304. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

LWOP—See LEAVE WITHOUT PAY.

LWP—See LEAVE WITH PAY.

MASS TRANSFER—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay. (Note: for purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is not a change in pay.)

MERGED RECORDS PERSONNEL FOLDER (MRPF), Standard Form 66-C is a file containing

personnel records established both within and outside the scope of OPM's recordkeeping authority.

MERIT PAY SYSTEM—The pay system established, under 5 U.S.C. chapter 54, for General Schedule employees in grades 13 through 15 who were in supervisory, managerial, or management official positions. The Merit Pay System was replaced by the Performance Management and Recognition System, which was terminated on 11-01-93.

MERIT PROMOTION PROGRAM—See MERIT STAFFING PROGRAM.

MERIT STAFFING PROGRAM—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (5 CFR part 335)

MILITARY RETIREE—A person who has retired from the Army, Navy, Air Force, Marine Corps, or Coast Guard.

MSPB—Merit Systems Protection Board.

MOBILIZATION—Readiness provisions for operating the Federal Personnel System in time of national emergency. (5 CFR part 230, subpart D)

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a

personnel action is documented by a Standard Form 50, Notification of Personnel Action.

NONAPPROPRIATED FUNDS

INSTRUMENTALITY (NAFI) means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees. (5 U.S.C. 2105(c))

NONCOMPETITIVE ACTION means a promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service. (5 CFR 210.102)

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER (OPF) >[INCLUSIVE OF AN APPROVED ELECTRONIC EQUIVALENT OF THE SAME (i.e., eOPF)]< - Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

ON-CALL EMPLOYEE—one who worked when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year. [On-call employment was deleted from this Guide in Update 15, 3/15/95.]

OPM—The Office of Personnel Management.

OPERATING MANUALS—OPM issuances that contain procedural guidance applicable to all agencies.

PART-TIME SERVICE or PART-TIME EMPLOYMENT—Employment on less than a full-time basis under a prescheduled regular tour of duty.

PART-TIME WORK SCHEDULE—A schedule that requires an employee to work less than full-time, but

connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD —An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same

appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAE (when actually employed)—See INTERMITTENT SERVICE.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (Without Compensation)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

WITHIN-RANGE INCREASE (WRI) – Is an increase in an employee's rate of basic pay >within the pay range for his grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement

from one step to a higher step (e.g., after meeting requirements for length-of-service and performance).< A GS within-grade increase (WGI) is one type of within-range increase.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency