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**Chapter 10. Nonstatus Appointments in the Competitive Service**  
**(Natures of Action 107, 108, \*\*\* 115, 120, 122, 124, 190, 507, 508, \*\*\* 515, 520, 522, 524, 590, 760, and 765)**

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## Chapter 10. Nonstatus Appointments in the Competitive Service

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### 1. Coverage

This chapter covers all competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.

### 2. Definitions

**a. Appointment Not To Exceed** includes temporary or limited appointments made for periods up to one year or less.

**b. Provisional Appointment** is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment *and* has current authority for such conversion.

**c. Reserved.**

**d. Term Appointment** is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of a project nature where the job will terminate upon completion of the project.

**e. Appointment-Status Quo** is an appointment that is used to keep an employee in a position when the position is moved into the competitive civil service and when the employee is not eligible for or

selected for conversion to competitive service.

**f. Emergency Appointment** is an indefinite appointment made in a national emergency, as defined in 5 CFR part 230, subpart D.

**g. Overseas Limited Appointments** are appointments of United States citizens who are recruited either overseas or in the United States for overseas employment. The appointments can be made **(1)** on an indefinite basis, **(2)** for a term or period not-to-exceed 5 years under programs for rotating career and career-conditional employees between overseas areas and the United States or **(3)** on a temporary limited basis for a period not-to-exceed one year.

### 3. Special Conditions

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

**a. Retired persons.** When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 as well as those in this chapter.

**b. Return to duty on the same date.** If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented. Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 50, Notification of Personnel Action, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

**c. Changes to the work schedule or the number of hours.** If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work

schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, enter the new hours per pay period in block 33. When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate change in work schedule or change in hours action.

**d. Employee was separated by reduction in force.** If an employee who is to be separated by reduction in force procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF action and the gaining office processes the new appointment.

**>e. Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 (“ARRA”)).** In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.<

**Job Aid****Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service****STEP 1**

Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.

For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

**STEP 2**

Select the nature of action and authority from the tables listed below. For:

- Temporary Appointments, -----use Table 10-B
- Provisional Appointments, -----use Table 10-C
- "Reserved" -----use Table 10-D
- Term Appointments, -----use Table 10-E
- Status Quo Appointments, -----use Table 10-F
- Emergency Appointments, -----use Table 10-G
- Overseas Limited Appointments, -----use Table 10-H

**STEP 3**

Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.

**STEP 4**

Reserved.

**STEP 5**

Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.

**STEP 6**

Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:

- not-to-exceed date for appointment
- ending date for trial period

**Job Aid****Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service, continued****STEP 7**

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

**STEP 8**

Prepare and distribute required notices If:

- the person is being converted to a new appointment and will be serviced by a new payroll office, **THEN** give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.
- the employee is coming from another agency with no break in service (or with a break of three calendar days or less), **THEN** make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and leave record (Standard Form 1150) be forwarded to your office.
- the employee is coming from another agency with no break in service (or with a break of three calendar days or less), and if you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, **THEN** send a copy of the appointment Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.
- the employee is coming from another agency with no break in service (or with a break of three calendar days or less), and the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, **THEN** use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.

**Job Aid**

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

**STEP 9**

Follow your agency instructions to distribute the Standard Form 50 copies.

**Pages 10-8 through 10-12 are blank.**

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>   | <i>And the Person</i>  | <i>And</i> | <i>Then Nature of<br/>Action Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i>      | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i>                 |
|----------------------------|--|--|------------|--|--------------------------------|-----------------------------------|---|
| 1                          | >Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)   | Is not employed by your agency   |            | 115                                      | Appt NTE (date)                | LCM                               | Reg. 316.402(b)(3); MS<   |
| 2                          |  | Is already employed by your agency   |            | 515                                      | Conv to Appt NTE (date)        |                                   |   |
| 3                          | Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management | Is not employed by your agency   |            | 115                                      | Appt NTE (date)                | BWA                               | OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No.<br>— |
| 4                          |  | Is already employed by your agency   |            | 515                                      | Conv to Appt NTE (date)        |                                   |   |
| 5                          | Under a direct hire authority  | Is not an employee of your agency  |            | 115                                      | Appt NTE (date)                | AYM,<br>and see<br>Notes 4 &<br>5 | Direct Hire Authority (cite OPM authority and date)                                 |
| 6                          |  | Is already employed in your agency in a different position or under a different appointing authority |            | 515                                      | Conv to Appt NTE (date)        |                                   |   |

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

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



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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>   | <i>And the Person</i>  | <i>And</i> | <i>Then Nature of<br/>Action Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i> |            |
|----------------------------|--|--|------------|--|--------------------------------|------------------------------|---|------------|
| 11                         | Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, >315.604,< 315.605, 315.606, 315.607, 315.609 >or 315.711<                     | Is not an employee of your agency  |            | 115                                      | Appt NTE (date)                | M8M                          | Reg. 316.402(b)(3)  |            |
| 12                         |  | Is already employed in your agency in a different position or under a different appointing authority |            | 515                                      | Conv to Appt NTE (date)        |                              |   |            |
| 13                         | Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608) | Is not an employee of your agency  |            | 115                                      | Appt NTE (date)                | ZJK                          |   | E.O. 12721 |
| 14                         |  | Is already employed in your agency in a different position or under a different appointing authority |            | 515                                      | Conv to Appt NTE (date)        |                              |   |            |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>  | <i>And the Person</i>  | <i>And</i>   | <i>Then Nature<br/>of Action<br/>Code is</i>   | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i> |
|----------------------------|---|--|--|--|--------------------------------|------------------------------|---|
| 15                         | Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333 | Meets the time limits for reappointment set out in 5 CFR 316.401 | Is not an employee of your agency  | 115  | Appt NTE (date)                | NAM                          | Reg. 316.402(b)(7)  |
| 16                         |   |  | Is already employed in your agency in a different position or under a different appointing authority | 515  | Conv to Appt NTE (date)        |                              |   |
| 17                         | Based on eligibility for a Veterans Recruitment Appointment (VRA)   | Is not an employee of your agency                                |  | 115  | Appt NTE (date)                | NCM                          | Reg. 316.402(b)(2)  |
| 18                         |   |  |  | Is already employed in your agency in a different position or under a different appointing authority | 515                            |                              |   |
| 19                         | Of a disabled veteran who has a service-connected disability of 30% or more   | Is not an employee of your agency                                |  | 115  | Appt NTE (date)                | NEM                          | Reg. 316.402(b)(4)  |
| 20                         |   |  |  | Is already employed in your agency in a different position or under a different appointing authority | 515                            |                              |   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>   | <i>And the Person</i>  | <i>And</i> | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i> |
|----------------------------|--|--|------------|--|--------------------------------|------------------------------|---|
| 21                         | ***  | ***  | ***        | ***  | ***                            | ***                          | ***   |
| 22                         |  |  |            |  |                                |                              |   |
| 23                         |  |  |            |  |                                |                              |   |
| 24                         |  |  |            |  |                                |                              |   |
| 25                         |  |  |            |  |                                |                              |   |
| 26                         |  |  |            |  |                                |                              |   |
| 27                         | Based on Postal Career<br>service or Postal Rate<br>Commission service | Is not an employee of<br>your agency   |            | 115  | Appt NTE (date)                | V8L                          | 39 U.S.C. 1006  |
| 28                         |  | Is already employed<br>in your agency in a<br>different position or<br>under a different<br>appointing authority |            | 515  | Conv to Appt<br>NTE (date)     |                              |   |

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

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

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

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

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>   | <i>And the Person</i>                                      | <i>And</i> | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of<br/>Action is</i> | <i>Authority Code<br/>is</i>   | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i>   |
|----------------------------|--|--|------------|--|--------------------------------|--|---|
| 40                         | Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service | Is already employed in your agency                         |            | 515  | Conv to Appt NTE (date)        | NMM  | Reg. 316.702  |
| 41                         | Based on restoration rights after uniformed service  | Exercises restoration rights under 38 U.S.C. 4301 et. seq. |            | 115  | Appt NTE (date)                | QAK and (Cite authority code for appointment held prior to separation upon which restoration is based) | Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)      |
| 42                         | Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3 of this table)     |  |            | 115  | Appt NTE (date)                | ALM and (Cite authority code for appointment held prior to separation upon which restoration is based) | MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based) |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>  | <i>And the Person</i>              | <i>And</i> | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of<br/>Action is</i> | <i>Authority<br/>Code is</i>   | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>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. 330.708<  |
| 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

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM Approved Single Agy Auth



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

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

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

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

Table 10-E. Term Appointment

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>  | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i>   | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 1 &amp; 3 of this<br/>table)</i>                            |
|----------------------------|---|------------------------------------|--|------------------------------|------------------------------|--|
| 1                          | >Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)  | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | LDM                          | Reg. 316.302 (b)(3); MS<   |
| 2                          |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                              |  |
| 3                          | Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | BWA                          | OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____              |
| 4                          |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                              |  |
| 5                          | Under a direct hire authority   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | AYM, and see Notes 3 & 4     | Direct-Hire Authority (cite OPM authority and date)  |
| 6                          |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                              |  |
| 7                          | Based on employee's eligibility for reinstatement   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | MEM                          | Cite specific authority for action (i.e., Reg. 316.302(b)(1), or an agency specific authority. |
| 8                          |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                              |  |
| 9                          | Based on person's eligibility for a Veterans Recruitment Appointment (VRA)  | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | MGM                          | Reg. 316.302(b)(2)   |
| 10                         |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                              |  |

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

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

Table 10-E. Term Appointment, continued

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>  | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i>   | <i>Authority Code<br/>is</i>  | <i>And Authority is (See<br/>Notes 1 &amp; 3 of this<br/>table)</i>   |
|----------------------------|---|------------------------------------|--|------------------------------|---|---|
| 18                         | Based on the person's reemployment rights   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based) | (Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based) |
| 19                         |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |   |   |
| >20<                       | Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas (5 CFR 315.608) | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | ZJK   | E.O. 12721  |
| >21<                       |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |   |   |
| >22<                       | Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service  | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | ZTM   | P.L. 99-586   |
| >23<                       | Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | VJM   | 5 U.S.C. 3325   |
| >24<                       |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |   |   |
| >25<                       | Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302(b)(8)   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | MLK   | Reg. 316.302(b)(8)  |
| >26<                       |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |   |   |
| >27<                       | Based on service with the General Accounting Office   | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | ZQM   | 31 U.S.C. 732(g)  |
| >28<                       |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |   |   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>   | <i>And the Person</i>                                      | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority Code is</i>   | <i>And Authority is (See<br/>Notes 1 &amp; 3 of this<br/>table)</i>   |
|----------------------------|--|--|--|--------------------------------|--|---|
| >29<                       | Based on exercise of restoration rights after uniformed service  | Exercises restoration rights under 38 U.S.C. 4301 et. seq. | 108  | Term Appt NTE (date)           | QAK and (Cite authority code for appointment held prior to separation upon which restoration is based) | Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)      |
| >30<                       | 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) |
| >31<                       | Of a person selected through the Agency Career Transition Assistance Plan  | Is not an employee of your agency                          |  |                                | ABR  | Reg. 330.608  |
| >32<                       |  | Is already employed in your agency                         | 508  | Conv to Term Appt NTE (date)   |  |   |
| >33<                       | 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  |
| >34<                       |  | Is already employed in your agency                         | 508  | Conv to Term Appt NTE (date)   |  |   |
| >35<                       | 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. 330.708  |
| >36<                       |  | Is already employed in your agency                         | 508  | Conv to Term Appt NTE (date)   |  |   |
| >37<                       | 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  |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>  | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i>   | <i>Authority Code is</i> | <i>And Authority is (See<br/>Notes 1 &amp; 3 of this<br/>table)</i> |
|----------------------------|---|------------------------------------|--|------------------------------|--------------------------|---|
| 38                         | 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   |
| 39                         |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                          |   |
| 40                         | Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Internship Program (see note 6)                       | Is not an employee of your agency  | 108  | Term Appt NTE (date)         | MAB                      | Reg. 362.107(a) – Intern  |
| 41                         |   | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) |                          |   |
| 42                         | Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Recent Graduates Program (see notes 5 and 6)          | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) | MAC                      | Reg. 362.107(a) –RG   |
| 43                         | Based on eligibility for employment in the competitive service Reg. 362.107(a) after successful completion of the Presidential Management Fellows Program (see notes 5 and 6) | Is already employed in your agency | 508  | Conv to Term Appt NTE (date) | MAF                      | Reg. 362.107(a) - PMF   |

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

| <i>RULE</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> |
|-------------|------------------------------|-----------------------|--------------------------------------|-----------------------------|---|---|
| 44          | ***                          |                       |                                      |                             |   |   |
| 45          | ***                          |                       |                                      |                             |   |   |
| 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
- Acquisition
- Veterinarian Medical Officer
- OPM approved single agency authority

Authority Code to be cited:

- BAB: GW001 (MED)
- BAC: GW002 (IT)
- BAD: GW003 (Iraqi)
- BAE: GW004 (Acquisition)
- BAG: GW006 (VMO)
- BYO: OPM approved Single Agy Auth

5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.
6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.
7. \*\*\*

Table 10-F. Status Quo Employment

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is Based on</i>  | <i>And the Person</i>                  | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Note 1 of this table)</i>     |
|----------------------------|--|--|--|----------------------------|------------------------------|--|
| 1                          | Completion of a course of training by a disabled veteran   | Is not on your agency's rolls          | 124  | Appt-Status Quo            | LBM                          | Reg. 315.604   |
| 2                          |  | Is already on the rolls of your agency | 524  | Conv to Appt-Status Quo    |                              |  |
| 3                          | Retention of person whose position in public or private enterprise is taken over by the Federal Government                         |  | 124  | Appt-Status Quo            | NJM                          | Reg. 316.701   |
| 4                          | Retention of an employee who is serving in an excepted service position when that position is brought into the competitive service | Is not on your agency's rolls          |  |                            |                              | NMM  |
| 5                          |  | Is already on the rolls of your agency | 524  | Conv to Appt-Status Quo    |                              |  |
| 6                          | A statute or Executive order waiving the civil service requirements when competitive status is not conferred by the authority      | Is not on your agency's rolls          | 124  | Appt-Status Quo            | ZLM                          | (Enter Law, E.O., or Reg. that authorizes the appointment) |
| 7                          |  | Is already on the rolls of your agency | 524  | Conv to Appt-Status Quo    |                              |  |
| 8                          | The person possessing rare skills  | Is not on your agency's rolls          | 124  | Appt-Status Quo            | NFM                          | Reg. 316.601   |
| 9                          |  | Is already on the rolls of your agency | 524  | Conv to Appt-Status Quo    |                              |  |



**Table 10-F. Status Quo Employment (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is based on</i>   | <i>And the Person</i> | <i>Then NOAC<br/>is</i> | <i>NOA is</i>   | <i>Auth Code is</i>  | <i>And Authority is (See<br/>Note 1 of this table)</i>   |
|----------------------------|---|-----------------------|-------------------------|-----------------|--|--|
| 10                         | Exercise of statutory restoration rights by employee upon full recovery from compensable injury   |                       | 124                     | Appt-Status Quo | QBK and (Cite auth code for appt held prior to separation upon which restoration is based) | Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)       |
| 11                         | An order from MSPB issued after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 2 of this table) |                       |                         |                 | AQM and (Cite auth code for appt held prior to separation upon which restoration is based) | MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based) |
| 12                         | Employee's partial recovery from compensable injury   |                       |                         |                 | QCK and (Cite auth code for appt held prior to separation upon which restoration is based) | Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)    |
| 13                         | Exercise of restoration rights, after uniformed service   |                       |                         |                 | Exercises restoration rights under 38 U.S.C. 4301 et. seq.                                 | QAK and (Cite auth code for appt held prior to separation upon which restoration is based)                       |

Table 10-F. Status Quo Employment (Continued)

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is Based on</i>   | <i>And the Person</i>                  | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i> | <i>Authority Code<br/>is</i>  | <i>And Authority is (See<br/>Note 1 of this table)</i>   |
|----------------------------|---|--|--|----------------------------|---|--|
| 14                         | MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table) |  | 124  | Appt-Status Quo            | 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)                      |
| 15                         | Exercise of reemployment rights not covered under Rules 10-14   | Is not on the rolls of your agency     |  |                            | ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based) | (Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based) |
| 16                         |   | Is already on the rolls of your agency | 524  | Conv to Appt-Status Quo    |   |  |

## NOTES:

- 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.
- When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

Page 10-36 is blank.

Table 10-G. Emergency Appointment

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>  | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Note 1 of this table)</i>                            |
|----------------------------|---|------------------------------------|--|----------------------------|------------------------------|---|
| 1                          | Under a direct hire authority   | Is not an employee of your agency  | 107  | Emergency Appt             | AYM, and see Note 3          | Direct-Hire Authority (cite OPM authority and date)                               |
| 2                          |   | Is already employed in your agency | 507  | Conv to Emergency Appt     |                              |   |
| 3                          | Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management | Is not an employee of your agency  | 107  | Emergency Appt             | BWA                          | OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __ |
| 4                          |   | Is already employed in your agency | 507  | Conv to Emergency Appt     |                              |   |
| 5                          | From outside a civil service register in the absence of eligibles   | Is not an employee of your agency  | 107  | Emergency Appt             | HDM                          | Reg. 230.402(c)   |
| 6                          |   | Is already employed in your agency | 507  | Conv to Emergency Appt     |                              |   |
| 7                          | Of a person recruited on a standby basis before a national emergency  | Is not an employee of your agency  | 107  | Emergency Appt             | HGM                          | Reg. 230.402(d)(1)  |
| 8                          |   | Is already employed in your agency | 507  | Conv to Emergency Appt     |                              |   |
| 9                          | Of a member of the National Defense Executive Reserve   | Is not an employee of your agency  | 107  | Emergency Appt             | HJM                          | Reg. 230.402(d)(2)  |
| 10                         |   | Is already employed in your agency | 507  | Conv to Emergency Appt     |                              |   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>   | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority Code is</i>   | <i>And Authority is (See<br/>Note 1 of this table)</i>   |
|----------------------------|--|------------------------------------|--|--------------------------------|--|--|
| 11                         | Based on reinstatement eligibility   | Is not an employee of your agency  | 107  | Emergency Appt                 | HLM  | Reg. 230.402(d)(3)   |
| 12                         |  | Is already employed in your agency | 507  | Conv to<br>Emergency Appt      |  |  |
| 13                         | Based on exercise of statutory restoration rights by employee after full recovery from compensable injury  |                                    | 107  | Emergency Appt                 | QBK and (Cite authority code for appointment held prior to separation upon which restoration is based) | Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)       |
| 14                         | Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2 of this table) |                                    |  |                                | AQM and (Cite authority code for appointment held prior to separation upon which restoration is based) | MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based) |
| 15                         | Based on employee's partial recovery from compensable injury   |                                    |  |                                | QCK and (Cite authority code for appointment held prior to separation upon which restoration is based) | Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)    |
| 16                         | Based on exercise of restoration rights after uniformed service  |                                    |  |                                | QAK and (Cite authority code for appointment held prior to separation upon which restoration is based) | Reg. 353.207 and (Cite authority for appointment held prior to separation under which restoration is based)      |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>   | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i> | <i>Authority Code<br/>is</i>   | <i>And Authority is (See<br/>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. 330.708<  |
| 23                         |  | Is already employed in your agency | 507  | Conv to Emergency Appt     |  |   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the Appointment is</i>  | <i>And the Person</i>              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action is</i> | <i>Authority Code is</i>   | <i>And Authority is (See<br/>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<br>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

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM approved Single Agy Auth

**Table 10-H. Overseas Limited Appointment**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the appointee</i>  | <i>And the appointment is</i>  | <i>And the Person</i>                  | <i>Then<br/>NOAC is</i> | <i>NOA is</i>                   | <i>Auth Code is</i> | <i>And Authority Is<br/>(See Note 1 of this<br/>table)</i> |
|----------------------------|--|--|--|-------------------------|---------------------------------|---------------------|--|
| 1                          | Is a U.S. citizen recruited overseas   | To a position overseas for an indefinite period of time  | Is not on your agency's rolls          | 120                     | O/S Ltd Appt                    | HNM                 | Reg. 301.201   |
| 2                          |  |  | Is already on the rolls of your agency | 520                     | Conv to O/S Ltd Appt            |                     |  |
| 3                          |  | To a position overseas for a limited term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service | Is not on your agency's rolls          | 122                     | O/S Ltd Appt NTE (date)         |                     |  |
| 4                          |  |  | Is already on the rolls of your agency | 522                     | Conv to O/S Ltd Appt NTE (date) |                     |  |
| 5                          | Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized | To an overseas position for an indefinite period of time   | Is not on your agency's rolls          | 120                     | O/S Ltd Appt                    | HRM                 | Reg. 301.202   |
| 6                          |  |  | Is already on the rolls of your agency | 520                     | Conv to O/S Ltd Appt            |                     |  |

**Table 10-H. Overseas Limited Appointment (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the appointee</i>  | <i>And the appointment is</i>   | <i>And the Person</i>                  | <i>Then<br/>NOAC is</i> | <i>NOA is</i>                   | <i>Auth Code<br/>is</i>  | <i>And Authority Is<br/>(See Note 1 of<br/>this table)</i>   |
|----------------------------|--|---|--|-------------------------|---------------------------------|--|--|
| 7                          | Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized | To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. | Is not on your agency's rolls          | 122                     | O/S Ltd Appt NTE (date)         | HRM  | Reg. 301.202   |
| 8                          |  |   | Is already on the rolls of your agency | 522                     | Conv to O/S Ltd Appt NTE (date) |  |  |
| 9                          | Is hired for overseas temporary employment to meet administrative needs  | For one year or less  | Is not on your agency's rolls          | 122                     | O/S Ltd Appt NTE (date)         | H3M  | Reg. 301.203(c)  |
| 10                         |  |   | Is already on the rolls of your agency | 522                     | Conv to O/S Ltd Appt NTE (date) |  |  |
| 11                         | Is exercising restoration rights under 38 U.S.C. 4301 et. seq. after return from uniformed service   | To a position overseas for an indefinite period of time   |  | 120                     | O/S Ltd Appt                    | QAK and (Cite auth code for appt held prior to separation upon which restoration is based) | Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based) |
| 12                         |  | To a position overseas for a period NTE 5 years or less   |  | 122                     | O/S Ltd Appt NTE (date)         |  |  |



Table 10-H. Overseas Limited Appointment (Continued)

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the appointee</i>   | <i>And the appointment is</i>  | <i>And the Person</i> | <i>Then<br/>NOAC is</i> | <i>NOA is</i>           | <i>Auth Code<br/>is</i>  | <i>And Authority Is<br/>(See Note 1 of<br/>this table)</i>  |
|----------------------------|---|--|-----------------------|-------------------------|-------------------------|--|---|
| 13                         | Is hired based on MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table) | To a position overseas for an indefinite period of time  |                       | 120                     | O/S Ltd 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) |
| 14                         |   | To a position overseas for a period NTE 5 years or less  |                       | 122                     | O/S Ltd Appt NTE (date) |  |   |
| 15                         |   | Is hired based on exercise of statutory restoration rights after full recovery from compensable injury |                       |                         | 120                     |  |   |

**Table 10-H. Overseas Limited Appointment (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the appointee</i>   | <i>And the appointment is</i>                           | <i>And the Person</i> | <i>Then<br/>NOAC is</i> | <i>NOA is</i> | <i>Auth Code is</i>  | <i>And Authority Is<br/>(See Note 1 of this<br/>table)</i>   |
|----------------------------|---|---|-----------------------|-------------------------|---------------|--|--|
| 16                         | Hired based on partial recovery from compensable injury   | To a position overseas for an indefinite period of time |                       | 120                     | O/S Ltd Appt  | QCK and (Cite auth code for appt held prior to separation upon which restoration is based) | Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)    |
| 17                         | Is hired based on an MSPB directive when a former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (see Note 2 of this table) |   |                       |                         |               | AQM and (Cite auth code for appt held prior to separation upon which restoration is based) | MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based) |

Table 10-H. Overseas Limited Appointment (Continued)

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the appointee</i>  | <i>And the appointment is</i>  | <i>And the Person</i>             | <i>Then<br/>NOAC is</i> | <i>NOA is</i>           | <i>Auth Code is</i>   | <i>And Authority Is<br/>(See Note 1 of<br/>this table)</i>   |
|----------------------------|--|--|-----------------------------------|-------------------------|-------------------------|---|--|
| 18                         | Is hired based on exercise of reemployment rights not covered in Rules 11-17 | To a position overseas for an indefinite period of time  |                                   | 120                     | O/S Ltd Appt            | ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based) | (Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based) |
| 19                         |  | To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S. |                                   | 122                     | O/S Ltd Appt NTE (date) |   |  |
| 20                         | Is hired under a direct hire authority                                       | To a position overseas for an indefinite period of time  | Is not on your agency's rolls     | 120                     | O/S Ltd Appt            | AYM, and see Note 3   | Direct-Hire Authority (cite OPM authority and date)  |
| 21                         |  |  | Is already on your agency's rolls | 520                     | Conv to O/S Ltd Appt    |   |  |

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

&gt;Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)&lt;

BYO: OPM approved Single Agy Auth

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>   | <i>And</i>                                       | <i>Then Remark<br/>Code Is</i> | <i>And Remark Is</i>   |
|----------------------------|---|--|--------------------------------|--|
| 1                          | Employee was required to complete a Standard Form 61, Appointment Affidavit |  | M01                            | Appointment affidavit executed (date).   |
| 2                          | Action is an appointment or a conversion to appointment                     |  | M39                            | Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.] |
| 3                          |   |  | M40                            | Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]   |
| 4                          | Position has promotion potential  |  | K20                            | Full performance level of employee's position is (enter pay plan and grade, >level or band).<  |
| 5                          | Appointment requires employee to complete a trial period                    | Employee has already completed that trial period | E03                            | Trial period completed.  |
| 6                          |   | Employee has not completed trial period          | E19                            | Appointment is subject to completion of 1-year trial period beginning (date).  |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i> | <i>Then Remark<br/>Code Is</i> | <i>And Remark Is</i>   |
|----------------------------|--|------------|--------------------------------|--|
| 7                          | Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE   |            | E58                            | Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.  |
| 8                          | Action is a 115/Appt NTE or 515/Conv to Appt NTE   |            | M06 and A21                    | Reason for temporary appointment: (state reason).<br>Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment. |
| 9                          | Reserved   |            |                                |  |
| 10                         | Reserved   |            |                                |  |
| 11                         | Reserved   |            |                                |  |
| 12                         | Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards |            | E56                            | Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>   | <i>And</i>   | <i>Then Remark<br/>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<br/>U<br/>L<br/>E</i> | <i>If</i>   | <i>And</i>   | <i>Then Remark<br/>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<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>   | <i>Then Remark<br/>Code Is</i>  | <i>And Remark Is</i>   |  |
|----------------------------|--|--|---|--|--|
| 28                         | 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. |  |
| 29                         |  | Employee was promoted or reassigned while absent             | K38   | Promoted (or reassigned) from (former position and grade), effective (date).   |  |
| 30                         | 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).   |  |
| 31                         |  |  | X61   | Retained grade will not be used for purposes of reduction-in-force.  |  |
| 32                         |  |  | X45   | Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.              |  |
| 33                         |  |  | Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention | X35<br>(see Note 3 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.   |
| 34                         |  |  | Employee will be entitled another period of grade retention when the current period has ended                                     | X38<br>(see Note 3 of this table)  | On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier. |



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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>  | <i>Then Remark<br/>Code Is</i> | <i>And Remark Is</i>  |
|----------------------------|--|---|--------------------------------|---|
| 35                         | Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position  | Employee has accepted a change to lower grade position for personal cause     | X36                            | Grade retention entitlement terminated. No further entitlement to grade or pay retention.           |
| 36                         |  |   | X49                            | Change to lower grade is for personal cause.  |
| 37                         | Employee who is moved out of the Senior Executive Service is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed |   | X40                            | Employee is entitled to pay retention.  |
| 38                         | Employee is entitled to pay retention under 5 U.S.C. 5363  |   |                                |   |
| 39                         |  | Employee's salary is 150% of the maximum rate of the grade to which assigned  | X41                            | Salary is 150% of maximum rate of grade to which assigned.  |
| 40                         | Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position  | Employee has accepted a change to a lower grade position for personal cause   | X49                            | Change to lower grade is for personal cause.  |
| 41                         |  |   | X42                            | Pay retention entitlement is terminated.  |
| 42                         | Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.   | Nature of Action Code for this appointment is 120 or 124                      | N25                            | Severance pay discontinued. Employee has received (total number) weeks of severance pay.            |
| 43                         |  | Nature of Action Code for this appointment is 107, 108, 112, 115, 117, or 122 | N24                            | Severance pay suspended by (agency paying the severance pay) until termination of this appointment. |
| 44                         | Employee's total salary includes payment for administratively uncontrollable overtime pay  |   | P81                            | Salary in block 20 includes AUO of \$_____.   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>   | <i>Then Remark<br/>Code Is</i> | <i>And Remark Is</i>  |
|----------------------------|--|--|--------------------------------|---|
| 45                         | Employee is subject to the SL or ST pay system   | The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule) | M97                            | Employee subject to post-employment restrictions under 18 U.S.C. 207(c)   |
| 46                         | Employee's total salary includes availability pay  |  | P99                            | Salary in block 20 includes availability pay of \$_____.  |
| 47                         | Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> | Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder   | B60                            | Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee. |
| 48                         | Employee's retirement code will be "C," "E," "K," "L," "M," or "N"   |  | M38                            | Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")  |
| 49                         | Employee's retirement code will be "K," "L," "M," or "N"   | Employee previously elected coverage under Federal Employees Retirement System   | M46                            | Employee is covered by FERS because of previous election.   |
| 50                         | Employee's retirement code will be "K," "L," "M," "N," ">"KR", "LR", "MR", or "NR"<  | Rule 49 does not apply   | M45                            | Employee is automatically covered under FERS >or FERS-RAE.<   |
| 51                         | Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees  |  | B63                            | Elected to retain coverage under a retirement system for NAF employees.   |

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

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>  | <i>And</i>  | <i>Then Remark<br/>Code Is</i> | <i>And Remark Is</i>  |
|----------------------------|--|---|--------------------------------|---|
| 52                         | Conversion is from intermittent employment without compensation (WC)   |   | G29                            | Intermittent employment totaled (number) hours in work status from (date) to (date).  |
| 53                         | Conversion is from intermittent employment with pay  |   | G30                            | Intermittent employment totaled (number) hours in pay status from (date) to (date).   |
| 54                         | <b>Reserved</b>  |   |                                |   |
| 55                         | Employee elected health benefits coverage on last appointment  | That coverage will continue   | B44                            | Health benefits coverage continues.   |
| 56                         | Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)          | Elected not to enroll health benefits plan while in previous agency or office | B02                            | Elected not to enroll for health benefits.  |
| 57                         |  | Cancelled enrollment while in previous agency or office                       | B01                            | Cancelled health benefits.  |
| 58                         | Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis |   | B03                            | Ineligible for health benefits.   |
| 59                         | Action is a 115/ Appt NTE or 515/Conv to Appt NTE  | Action is not described in Rule 58 above                                      | B52                            | Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium. |
| 60                         | Employee is not eligible to earn annual or sick leave  |   | B04                            | Ineligible for leave.   |

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

| <i>R<br/>U<br/>L<br/>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-L. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

| <i>R<br/>U<br/>L<br/>E</i> | <i>If</i>   | <i>And</i>  | <i>Then Remark<br/>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)   |
| ><br>66<br><               | 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.          |
| ><br>67<br><               | 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.