

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

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### 1. Coverage.

#### a. This chapter covers:

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

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

(3) Details.

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

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

(2) Movement *between* the competitive, excepted, and senior executive services.

Document such a move as a conversion to an appointment. (See instructions in Chapters 9-13.)

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

(4) Promotion and change to lower grade, level or band of an employee who is serving on a temporary appointment pending establishment of a register in *other than* a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.) \*\*\*

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

### 2. Definitions.

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

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

**b. Promotion.**

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

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

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

**d. Change to Lower Grade**

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

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

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

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

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

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

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

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

### 3. Selection of Legal Authority

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

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

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

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

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

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

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

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

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

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

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

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

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

If the employee's work schedule, or the number of hours he or she works on a part-time basis, will change as a result of the action being processed, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the other action and the change in work schedule or hours are being documented on a single Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, also enter the new hours per pay period in block 33. When a return to duty and another action (for example, a promotion) are effective on the same date as a change in work schedule or hours, and the return to duty and the other action are being reported on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate Standard Form 50 for each nature of action.

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

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

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

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

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

**Job Aid**

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

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

*Continued on next page*

## Job Aid

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

STEP	ACTION						
4	In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks/remarks codes required by the Office of Personnel Management for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.						
5	<p>A Standard Form 52, Request for Personnel Action, will be used for processing most of the actions in this chapter.</p> <table border="1" data-bbox="344 743 1382 1360"> <thead> <tr> <th data-bbox="344 743 751 800"><i>If a Standard Form 52 is</i></th> <th data-bbox="751 743 1382 800"><i>Then</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="344 800 751 1146">Required for the action</td> <td data-bbox="751 800 1382 1146">           Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.             Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.         </td> </tr> <tr> <td data-bbox="344 1146 751 1360">Not required for the action</td> <td data-bbox="751 1146 1382 1360">Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.</td> </tr> </tbody> </table>	<i>If a Standard Form 52 is</i>	<i>Then</i>	Required for the action	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.  Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.	Not required for the action	Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.
<i>If a Standard Form 52 is</i>	<i>Then</i>						
Required for the action	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.  Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.						
Not required for the action	Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.						
6	When the Standard Form 52 is used to document a detail, file it on the right side of the employee's Official Personnel Folder (OPF); file the Standard Form 52 for other actions on left side of the employee's Official Personnel Folder. Check <a href="#">The Guide to Personnel Recordkeeping</a> to decide if any of the other documents submitted with or created in connection with the action should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.						
7	If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records were maintained.						
8	Distribute completed copies of the forms according to your agency's instructions.						



**Job Aid**

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

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

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

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

**Job Aid**

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

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

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

<i>R U L E</i>	<i>If Detail is</i>	<i>And</i>	<i>Then</i>
1	To State or local government, or other eligible organizations under the authority of the Intergovernmental Personnel Act (IPA)  (See Note 3 of this table)		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 (See Note 4 of this table)		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.  a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (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  (See Note 4 of this table)	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)  a) Nature of Action 930/Detail NTE(Date); or b) Nature of Action 931/Ext Detail NTE (Date); or c) Nature of Action 932/Term of Detail NTE (Date)
5		Is to a position with promotion potential (See Note 4 of this table)	
6		Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.

**Table 14-A. Documentation of Details (Continued)**

<i>R U L E</i>	<i>If Detail is</i>	<i>And</i>	<i>Then</i>
7	For 120 days or more (See Note 4 of this table)		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)  a) Nature of Action 930/Detail NTE(Date); or  b) Nature of Action 931/Ext Detail NTE (Date); or  c) Nature of Action 932/Term of Detail NTE (Date)

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. Submit this information in your agency's >Enterprise Human Resources Integration (EHRI)< submission.
4. Assign the appropriate 9xx code as reflected in column 4 of the rule. File the action on the right side of the OPF. Do not submit this information in your agency's >EHRI< submission.

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

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

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

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

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

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



## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.
3. See Table 14-L to translate codes into actual remarks.

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

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>	
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288		
2		Is on a temporary basis	703	Promotion- NTE (date)				
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3		
4								
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)		K13
>6	Pathways Intern (see note 4)	Is not on a temporary basis			YEK	Reg. 362.203(e)		
7	Pathways Recent Graduate				YEL	Reg. 362.303(e)<		

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

<i>R U L E</i>	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
>8	Pathways Fellow	Is not on a temporary basis	702	Promotion	YEM	Reg. 362.405(c)<	
>9<	Assignment (under circumstances not covered in >Rules 1-8< to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
>10<		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
>11<	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)	

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. See Table 14-L to translate codes into actual remarks.
3. For information on Schedule A, B, C, >and D< see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, C, >and D< see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).
- >4. A Pathways Intern NTE cannot be promoted. Document change to the new position with a conversion to new appointment (see paragraph 1b(3) on page 14-3 of this chapter).<

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. 930.204<	721	Reassignment	SZS	>Reg. 930.204(f)<	
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:

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

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

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

## NOTES:

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

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

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

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

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

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



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

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

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

<i>R U L E</i>	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. ch. 75	713	Chg to Lower Grade, >Level or Band<	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27
11		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75			VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass	
12		Action is not covered by Rules 10 and 11			USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass	
13	An exception to competitive staffing procedures not covered under Rules 7-12	N8M			Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)		
14	Employee's request to be moved to a lower grade, level or band position	N2M			Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	M20	

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

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

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

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

## NOTES:

1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table 14-I.
2. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
3. Codes in Column H are for required remarks. See Table 14-L to translate codes into actual remarks.
4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory or managerial position is a “740/Psn Chg” action; follow the instructions in Table 14-I.

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

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

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

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

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

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



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

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

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

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

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

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

## NOTES:

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

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

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

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion		740	Psn Chg	N2M and C1M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority), and Cite specific authority for action (i.e., Reg. 351.201(b), or an agency specific authority)	X37, X45, and X61
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61
11	Contracting out of functions under Office of Management and Budget Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion				PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
13	Movement of employee, as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention				L9M	Cite specific authority for action (i.e., Reg. 315.907, or an agency specific authority)	X37, X61, and X45

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

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

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
20	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is without time limitation	Agency's Reemployment Priority List	740	Psn Chg	NUM	Reg. 330.207	X65
21			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
22			Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is on a time-limited basis	Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan	>741	Psn Chg NTE (date)<	N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
25			Agency's Reemployment Priority List			NUM	Reg. 330.207	

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

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

## NOTES:

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



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

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

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

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

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

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

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

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

## NOTES:

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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