

TOPIC

REFERENCE

Chapter 34. Topic Index

All references below are chapters in **The Guide to Processing Personnel Actions**, except where otherwise indicated.

TOPIC	REFERENCE
ABSENT - UNIFORMED SERVICE	15
how to process action to place employee on	
effect of Absent-Uniformed Service on service dates and benefits.....	15 and 16
how to return employee to duty from Absent-Uniform Service.....	16
ACADEMIC DISCIPLINE	See Instructional Program
ADVERSE ACTIONS (how to document)	
reductions in grade (also called change to lower grade)	14
separations	31
suspensions	15
AGENCY CODE	
when and how to record on Standard Form 52/Standard Form 50.....	4
how to process a change in	28
definitions of codes	<u>The Guide to Personnel Data Standards</u>
ANNUITANT INDICATOR	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	<u>The Guide to Personnel Data Standards</u>
how to process a change in	28
APPOINTMENTS how to document on Standard Form 52/Standard Form 50	
Career.....	9
Career-conditional.....	9
Critical hiring need	11
Emergency	10
Excepted Service.....	11
Indefinite.....	11
Nonstatus in the competitive service.....	10
NTE (not-to-exceed)	10, 11 and 13
Overseas Limited	10
>Pathways Programs (Interns, Recent Graduates, and Presidential Management ... Fellows)	11<
Provisional	
in the competitive service	10
in the excepted service.....	11
in the Senior Executive Service	13
Retirees	3

Temporary in the competitive service	10
Temporary in the excepted service.....	11
Term.....	10

TOPIC	REFERENCE
APPOINTMENTS (continued)	
Schedule A	11
Schedule B	11
Schedule C	11
>Schedule D.....	11<
Senior Executive Service (SES).....	13
Status Quo.....	10
Veterans Recruitment Appointment (VRA).....	11
Administratively Uncontrollable Overtime (AUO)	
actions to grant or change	17
AUTHORITY/AUTHORITY CODE	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	The Guide to Personnel Data Standards
AVAILABILITY PAY	
actions to grant or terminate.....	17
AWARDS	29
BARGAINING UNIT STATUS (BUS)	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	Union Recognition in the Federal Government, published by the Office of Personnel Management
how to process a change in	28
BONUSES	29
CANCELLATIONS OF PERSONNEL ACTIONS	3 and 32
CAREER/CAREER CONDITIONAL APPOINTMENTS	9
CHANGES TO or IN	
Data element	28
Duty station.....	23
Federal Employees Group Life Insurance (FEGLI)	22
Hours of work	24
Lower grade, level or band	14
Name.....	20
Pay	17
Position	14
Service Computation Date (SCD).....	6

TOPIC	REFERENCE
CHANGES TO or IN (continued)	
Step	17
Tenure Group.....	26
Veterans' preference.....	7
Work schedule	24
CITIZENSHIP	
definitions of codes	<u>The Guide to Personnel Data Standards</u>
when and how to record on Standard Form 52.....	4
CODES	
explanation of codes used for nature of action, legal authority, and remarks	1
definitions	<u>The Guide to Personnel Data Standards</u>
instructions for use in processing actions.....	See chapter covering action being processed.
CONCURRENT APPOINTMENTS	
how to document.....	4
CONTINUANCE NTE (NOT-TO-EXCEED)	19
CONVERSION (TO APPOINTMENT) ACTIONS	
Career appointment	9
Career-conditional appointment.....	9
Nonstatus competitive service appointment.....	10
Excepted service appointment.....	11
Temporary Appointment.....	10-13
Senior Executive Service (SES).....	13

CORRECTIONS	32
CREDITABLE MILITARY SERVICE	
how to compute.....	6
how to document.....	28
CREDITABLE SERVICE how to determine for leave	
accrual	6
DATA ELEMENTS	
actions to record changes in or to.....	28
when and how to record on Standard Form 52/Standard Form 50.....	4
explanation of (definitions of) codes.....	<u>The Guide to Personnel Data Standards</u>

TOPIC	REFERENCE
DATE OF BIRTH	
when and how to record on Standard Form 52/Standard Form 50/list of forms of notice.....	4
DEATHS	
how to document.....	31
actions to take when employee dies	31
DECISION LOGIC TABLE (DLT) (how to use)	1
DEFINITIONS	
of terms used in this Guide and in processing personnel actions.....	35
of codes used in Standard Form 50	The Guide to Personnel Data Standards
DEMOTIONS (see ADVERSE ACTIONS, REDUCTION IN GRADE)	
DETAILS	
when to use a Standard Form 52 to document a detail.....	14
DISABILITY CODE (REPORTABLE DISABILITY)	
definitions of codes	The Guide to Personnel Data Standards
when and how to report to >Enterprise Human Resources Integration.....	> The Guide to Human Resources Reporting Requirements <
DISABILITY, PROGRAMS FOR THE (see DIVERSITY PROGRAMS)	
DISTRIBUTION OF STANDARD FORM 50	See instructions in chapter for action being processed.
DIVERSITY PROGRAMS	
competitive service appointment based on person's disability	10
excepted service appointment based on person's disability	11
Veterans Recruitment Appointment (VRA).....	11
DUTY STATION	
when and how to record on Standard Form 52/Standard Form 50.....	4
how to process change in	23
EDUCATIONAL LEVEL (ED. LEVEL)	
definitions of codes	The Guide to Personnel Data Standards
when and how to record on Standard Form 52.....	4
EFFECTIVE DATE	
when and how to record on Standard Form 52/Standard Form 50.....	4
policy on setting effective dates.....	3
EMPLOYING DEPARTMENT OR AGENCY	
when and how to record on Standard Form 52/Standard Form 50.....	4

TOPIC	REFERENCE
EMPLOYING OFFICE, NAME AND LOCATION OF	
when and how to record on Standard Form 52/Standard Form 50.....	4
EXCEPTED SERVICE APPOINTMENTS.....	11
EXCEPTIONS TO REDUCTION IN FORCE RELEASE.....	18
EXTENSION OF TEMPORARY ACTIONS	
Appointments	
in the competitive service	10
in the excepted service.....	11
in the Senior Executive Service (SES).....	13
Furlough Not To Exceed (NTE).....	15
Leave Without Pay (LWOP) NTE	15
Position Change NTE.....	14
Promotion NTE.....	14
FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHBP)	
how to determine eligibility for health benefits	<u>The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices</u>
FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)	
how to determine eligibility for FEGLI	<u>Federal Employees Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices</u>
how to process change in	22
election of Living Benefit, how to document.....	22
Fair Labor Standards Act (FLSA) EXEMPTION STATUS	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	<u>The Guide to Personnel Data Standards</u>
how to process a change in	28
FROZEN SERVICE	
how to compute.....	6
how to document.....	28
FUNCTIONAL CLASSIFICATION OF SCIENTISTS AND ENGINEERS	
definitions	<u>The Guide to Personnel Data Standards</u>
when and how to record on Standard Form 52.....	4
FURLOUGH	
how to document on Standard Form 50	15
definitions	15 and 35
GLOSSARY	35

TOPIC	REFERENCE
GRADE	
when and how to record on Standard Form 52/Standard Form 50	4
definitions of codes	<u>The Guide to Personnel Data Standards</u>
GRADE RETENTION	
how to document actions that result in grade retention	14
how to document actions that record termination of grade retention	17
how to record position title, series, grade, step and salary on Standard Form 52/ Standard Form 50 when employee is entitled to grade retention	4

HEALTH BENEFITS (see FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM)	
HOURS OF DUTY/WORK	
how to record on Standard Form 52/Standard Form 50	4
how to process change in	24
ILLEGAL APPOINTMENTS	
policy on cancellations and retroactive personnel actions.....	3
INSTRUCTIONAL PROGRAM	
definitions of codes	<u>The Guide to Personnel Data Standards</u>
when and how to record on Standard Form 52.....	4
INTERIM RELIEF	
actions to effect.....	32
INTRODUCTION (TO THE GUIDE).....	
	1
JOB AIDS	
getting ready to process personnel actions	1
instructions for processing personnel actions:	
Appointments in the Competitive Service	9
Appointments in the Excepted Service	11
Change in Duty Station.....	23
Instructions for Processing Personnel Actions.....	1
List Forms of Notice to Document Actions for Realignment and Mass Transfer	21
Nonstatus Appointments in the Competitive Service	10
Promotions, Changes to Lower Grade, Reassignments, Position Changes, and Details	14
Pay and Step Changes.....	17

TOPIC	REFERENCE
JOB AIDS (continued)	
how to use a decision logic table.....	1
sample notice that name of organization has changed	21
when to process a promotion, change to lower grade, reassignment, position change or detail.....	14
LEVEL (see GRADE)	
LIST FORMS OF NOTICE	
use of list form in lieu of Standard Form 50	4
contents/format of	4
LOCALITY PAYMENT	17
LOCATION CODE	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	Listed in the duty station file that is electronically issued by the Office of Personnel Management
LEAVE WITHOUT PAY (LWOP)	
how to process action to place employee on	15
effect of LWOP on service dates and benefits	15 and 16
how to return employee to duty from LWOP.....	16
MASS TRANSFER	21
NAME CHANGE	20
NAME, EMPLOYEE	
policy on use of name on employee records	4
when and how to record on Standard Form 52/Standard Form 50.....	4
NATURE OF ACTION (NOA) and NATURE OF ACTION CODE (NOAC)	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	<u>The Guide to Personnel Data Standards</u>
NONDUTY STATUS	
how to document on Standard Form 50	
>Absent - Uniformed Service	15<
Furlough	15
Leave Without Pay (LWOP).....	15
Sabbatical for Employee.....	15
Suspension	15
effect on service dates and benefits.....	15 and 16
return to duty from	16

TOPIC	REFERENCE
NONDUTY STATUS (continued)	
effect on service computation date (SCD)	6
how to recompute SCD after nonpay status	6
NONSTATUS APPOINTMENTS IN THE COMPETITIVE SERVICE	10
NOTIFICATION OF PERSONNEL ACTION (Standard Form 50).....	4
OCCUPATIONAL CODE	
when and how to record on Standard Form 52/Standard Form 50.....	4
how to process change in definitions of codes	28
definitions of codes	The Guide to Personnel Data Standards
OFFICIAL PERSONNEL FOLDER (OPF) - inclusive of an approved electronic equivalent of the same (i.e., eOPF)	
establishment of	The Guide to Personnel Recordkeeping
disposition of when employee retires.....	30 and The Guide to Personnel Recordkeeping
disposition of when employee separates by other than retirement	31 and The Guide to Personnel Recordkeeping
ORGANIZATION OF THE GUIDE TO PROCESSING PERSONNEL ACTIONS	1
OVERSEAS EMPLOYMENT	
Overseas appointments	10
Appointment based on service overseas while a family member of a civilian, Nonappropriated Fund Instrumentality (NAFI), or uniformed service member who is serving overseas Career-conditional.....	9
Temporary.....	10
PAY ADJUSTMENTS	17
PAY BASIS	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	The Guide to Personnel Data Standards
PAY PLAN	
when and how to record on Standard Form 52/Standard Form 50.....	4
definitions of codes	The Guide to Personnel Data Standards
PAY RATE DETERMINANT (PRD)	
when and how to record on Standard Form 52/Standard Form 50.....	4

TOPIC	REFERENCE
PAY RATE DETERMINANT (PRD) (continued)	
definitions of codes	The Guide to Personnel Data Standards
how to process a change in	28
PERSONNEL OFFICE IDENTIFIER (POI)	
how to record on Standard Form 52/Standard Form 50	4
how to process a change in	28
POSITION CHANGE ACTIONS	14
POSITION OCCUPIED	
when and how to record on Standard Form 52/Standard Form 50	4
how to process a change in	28
definitions of codes	4 and The Guide to Personnel Data Standards
POSITION TITLE	
when and how to record on Standard Form 52/Standard Form 50	4
PREFERENCE (see VETERANS' PREFERENCE)	
PROMOTIONS	14
PREVIOUS RETIREMENT COVERAGE	
how to document	28
PROVISIONAL APPOINTMENTS	10, 11, and 13
QUALITY (STEP) INCREASES	17
RACE AND ETHNICITY	
when and how to report to >Enterprise Human Resources Integration<	> The Guide to Human Resources Reporting Requirements <
definitions of codes	The Guide to Personnel Data Standards
RATE (see STEP)	17
REALIGNMENTS	21
REASSIGNMENTS	14
REDUCTION IN FORCE ACTIONS (see RIF ACTIONS)	14
REEMPLOYED ANNUITANTS, APPOINTMENTS OF	3

TOPIC	REFERENCE
REFERENCE MATERIALS NEEDED WITH THE GUIDE TO PROCESSING PERSONNEL ACTIONS	1
REINSTATEMENT	
to Career appointment.....	9
to Career-conditional appointment.....	9
to Temporary appointment based on eligibility.....	10
REMARKS ON STANDARD FORM 50	
agency findings.....	30 and 31
explanation of remarks codes.....	1
when and how to record on Standard Form 52/Standard Form 50.....	4
selection of remarks.....	See chapter covering action being processed.
REMOVALS	31
REQUEST FOR PERSONNEL ACTION (Standard Form 52)	4
REPLACEMENT ACTIONS	
(actions to replace the ones that have been canceled).....	3 and 32
REPORTABLE HANDICAP (see HANDICAP CODE)	
RESIGNATIONS	31
RESTORATION	
to Career appointment.....	9
to Career-conditional appointment.....	9
to Emergency appointment.....	10
to Excepted service appointment.....	11
to Overseas appointment.....	10
to Status Quo appointment.....	10
to Temporary Appointment Pending Establishment of Register (TAPER).....	10
RETENTION INCENTIVE	29
RETIREES, ACTIONS WHEN APPOINTED	3
RETIREMENT	
how to determine coverage for the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS).....	The CSRS and FERS Handbook, Chapter 10
mandatory retirement, who is subject to.....	19
actions when employee retires.....	30
actions when employee is separated by other than retirement.....	31

TOPIC	REFERENCE
RETIREMENT (continued)	
when and how to record on Standard Form 52/Standard Form 50	4
how to process change in	28
definitions of codes	<u>The Guide to Personnel Data Standards</u>
RETROACTIVE PERSONNEL ACTIONS - policy on processing	3
RETURN TO DUTY ACTIONS	16
RIF ACTIONS (REDUCTION IN FORCE)	
exceptions to RIF release	18
furloughs	15
position change actions	14
reassignments	14
changes to lower grade.....	14
resignations	31
retirements	30
separations by RIF	31
RNO (see RACE AND NATIONAL ORIGIN CODE)	
SABBATICAL	
how to record on Standard Form 52/Standard Form 50	15
definition	15 and 35
SALARY	
when and how to record on Standard Form 52/Standard Form 50.....	4
SEASONAL EMPLOYEES	
how to document placement in nonpay status.....	15
how to document placement in pay status.....	16
definition	15 and 35
SELECTIVE PLACEMENT PROGRAMS (see DIVERSITY PROGRAMS)	
SENIOR EXECUTIVE SERVICE (SES)	13
SEPARATION ACTIONS	
by death.....	31
to move to another agency	31
by removal	31
by retirement	30
due to reduction in force (RIF).....	31
due to relocation of sponsor	31
to accept employment with a non-Federal entity	31
upon entry on duty with the uniformed services	31
by termination	31
by termination during probation/trial period	31

TOPIC	REFERENCE
SEPARATION INCENTIVE	29
SERVICE COMPUTATION DATES (SCDs)	
when and how to record on Standard Form 50.....	4
how to compute.....	6
effect on SCD of time in nonpay status.....	6, 15 and 16
how to process change in	6
STANDARD FORM 50, NOTIFICATION OF PERSONNEL ACTION	4
STANDARD FORM 50 DATA ELEMENTS (see DATA ELEMENTS)	4
STANDARD FORM 52, REQUEST FOR PERSONNEL ACTION	4
SIGNATURES	
on Standard Form 52.....	4
on Standard Form 50.....	4
electronic signatures.....	3
SOCIAL SECURITY NUMBER (SSN)	
how to establish a pseudo SSN	4
when and how to record on Standard Form 52.....	4
STEP	
when and how to record on Standard Form 52/Standard Form 50.....	4
when and how to process change in.....	17
STEP (PAY STEP) CHANGES	17

SUPERVISORY DIFFERENTIAL	17
SUPERVISORY STATUS	
when and how to record on Standard Form 52.....	4
definitions of codes.....	The Guide to Personnel Data Standards
SUSPENSION	
how to document on Standard Form 50	15
definition.....	15 and 35
TEMPORARY ACTIONS	
competitive service appointments	10
excepted service appointments.....	11
exceptions to RIF release	18

TOPIC	REFERENCE
TEMPORARY ACTIONS (continued)	
Senior Executive Service (SES) appointments.....	13
promotions	14
position changes.....	14
details.....	14
TERMINATIONS	31
TERMS USED IN PROCESSING PERSONNEL ACTIONS.....	35
TENURE (TENURE GROUP)	
when and how to record on Standard Form 52/Standard Form 50.....	4
how to process change in	26
definitions of tenure groups	4, 26, and The Guide to Personnel Data Standards
TRANSFER	
competitive service appointment based on transfer eligibility	9
veterans recruitment appointment based on transfer eligibility.....	11
senior executive service appointment based on transfer eligibility	13
action to separate employee who is moving to another agency (Termination-Appointment In).....	31
USING THE GUIDE, INSTRUCTIONS FOR.....	1
VETERANS' STATUS	
when and how to record on Standard Form 50.....	4
definitions of codes	The Guide to Personnel Data Standards
VETERANS' PREFERENCE	
when and how to record on Standard Form 5/Standard Form 50.....	4
definitions of codes	The Guide to Personnel Data Standards
how to process change in veterans= preference for reduction in force	7
VETERANS RECRUITMENT APPOINTMENT (VRA)	11
VOLUNTEER SERVICE, DOCUMENTATION OF	33
>WITHIN-RANGE INCREASE (WRI) [A GS within grade increase (WGI) is one type of WRI]<	
action to record granting of >WRI<.....	17
action to record denial of WGI.....	17
WORK SCHEDULE	
when and how to record on Standard Form 5/Standard Form 50.....	4
how to process change in	24
definitions of codes	4 and The Guide to Personnel Data Standards

TOPIC	REFERENCE
YEAR DEGREE OR CERTIFICATE ATTAINED	
definition.....	<u>The Guide to Personnel Data Standards</u>
when and how to record on Standard Form 52.....	4