

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 55

***** NOTICE*****

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-1	Update 47 December 23, 2007	14-1	Corrects typographical error in the title of Table 14-F from “Excepted” to “Executive”.
14-39 thru 14-40	Update 45 August 6, 2006	14-39 thru 14-40	Retroactive to August 6, 2006, adds back information in columns 5 and 6 for rules 23-25 of Table 14-I which was inadvertently left blank when Update 45 was issued.
29-7 thru 29-8	Update 48 December 21, 2008	29-7 thru 29-8	Retroactive to July 1, 2009, updates citation for legal authority code VWN as reflected in rule 28 of Table 29 from “5 U.S.C. 9902(g)” to “(Cite authority specific to DoD)”.

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

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Table 14-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 other than 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 other than 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 other than 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 29. Bonuses, Awards, and Other Incentives (continued)

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	Reg. 575.311

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

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
22	Establishment of retention incentive when a service agreement is required and employee is likely to leave Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	Reg. 575.311
25	Establishment of retention incentive when a service agreement is required and employee is likely to leave for a different position in the Federal service	Payment is 25% or less for an individual or 10% or less for a group			VPA	Reg. 575.315
26		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	Reg. 575.315 (Higher Cap)
27		Payment is terminated			VPC	Reg. 575.315(g)
28	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	>(Cite authority specific to DoD)<
29		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
30		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)