

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 59

***** NOTICE *****

This Guide and its Updates are available for viewing/printing on our web site (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. Unless an effective date is specified for a particular change within the table of the Summary of Changes that begins on the next page, the effective date of guidance in this document is the date shown at the top of this page.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-3 thru 1-9	Various	1-3 thru 1-9	1) Updates references throughout Chapter 1 from “Central Personnel Data File (CPDF)” to “Enterprise Human Resources Integration (EHRI)” and updates manual reference as “The Guide to CPDF Reporting Requirements” has been retitled “The Guide to Human Resource Reporting Requirements.” 2) Corrects typographical errors on page 1-9.
4-9 thru 4-10	Update 47 December 27, 2007	4-9 thru 4-10	Updates reference from “Central Personnel Data File” to “Enterprise Human Resources Integration.”
4-19 thru 4-20	Update 41 April 6, 2003	4-19 thru 4-20	1) Updates manual reference in instructions for block 2 as “The Guide to CPDF Reporting Requirements” has been retitled “The Guide to Human Resource Reporting Requirements.” 2) Updates reference in instructions for block 2 from “Central Personnel Data File” to “Enterprise Human Resources Integration.”
4-61 thru 4-62	Update 57 March 11, 2012	4-61 thru 4-62	1) Adds new rule 7 to Table 4-D to document an action subject to NDAA FY 2010 (annuitant indicator code K was previously established/effective as of October 1, 2010 as instructed in <i>The Guide to Personnel Data Standards</i>); renumber remaining rules through rule 16. 2) Adds new rule 17 to Table 4-D to document an action subject to NDAA FY 2010 (annuitant indicator code 0 previously established/effective as of October 1, 2010 as instructed in <i>The Guide to Personnel Data Standards</i>); renumber remaining rules in Table 4-D accordingly.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-61 thru 4-62	Update 57 March 11, 2012	4-61 thru 4-62	3) Updates reference to rules numbers as reflected in the second column of rule 20 consistent with the renumbering of rules in Table 4-D.
9-19 thru 9-20	Update 51 September 13, 2009	9-19 thru 9-20	<p>1) Adds new rules 37 and 38 to Table 9-C to document reinstatement following a Recent Graduates appointment and establish new legal authority LAB/Reg. 362.306.</p> <p>2) Adds new rules 39 and 40 to Table 9-C to document reinstatement following a PMF appointment and establish new legal authority LAD/Reg. 362.407; renumber remaining rules in Table 9-C accordingly.</p> <p>3) Updates the reference in the second column of rules 41-44 in Table 9-C from “8-36” to newly reflect “Rules 8-40” as a result of the renumbering of rules in this Table.</p> <p>4) Adds new Note 3 to Table 9-C.</p>
9-31 thru 9-40	Various	9-31 thru 9-40	<p>1) Deletes existing rules 8-11 in Table 9-F and abolish legal authority ZJM/E.O. 12015.</p> <p>2) Adds new rules 8-11 to Table 9-F to document conversion of Interns serving on a term appointment and establish new legal authority LAE/Reg. 362.107(b) – Intern.</p> <p>3) Adds new rules 12 and 13 to Table 9-F to document conversion of Recent Graduates serving on a term appointment and establish new legal authority LAG/Reg. 362.107(b) – RG.</p> <p>4) Adds new rules 14 and 15 to Table 9-F to document conversion of a PMF serving on a term appointment and establish new legal authority LAH/Reg. 362.107(b) – PMF.</p> <p>5) Add new Note 2 at the end of Table 9-F.</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-31 thru 9-40	Various	9-31 thru 9-40	<p>6) Deletes existing rules 26-29 of Table 9-G which documented PMF appointments under Reg. 315.708 and abolish legal authority L3M/Reg. 315.708.</p> <p>7) Rules 16-19 of Table 9-G are existing rules which have been renumbered.</p> <p>8) Adds new rules 20 and 21 to Table 9-G to document noncompetitive career appointment of certain military spouses and, accordingly, renumber remaining rules thru rule 52.</p> <p>9) Adds new rules 53-56 to Table 9-G to document appointments based on service under the Internship Program and establish new legal authority LAK/Reg. 315.713(a)(1).</p> <p>10) Adds new rules 57 and 58 to Table 9-G to document appointments based on service under the Recent Graduates Program and establish new legal authority LAL/Reg. 315.713(a)(2).</p> <p>11) Adds new rules 59 and 60 to Table 9-G to document appointments based on service under the PMF Program and establish new legal authority LAP/Reg. 315.713(a)(3).</p> <p>12) Adds new rules 61 and 62 to Table 9-G to document appointments during 6-month transition period based on service under E.O. 13318 and establish new legal authority LAR/Reg. 362.110 - Fellow.</p> <p>13) Adds reference within rules 63 and 64 of Table 9-G to Note 5 and establish new legal authority LAS/Reg. 362.110 – SEEP/SCEP.</p> <p>14) Deletes existing rules 65 and 66 of Table 9-G and renumber remaining rules in Table 9-G thru rule 68.</p>

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-31 thru 9-40	Various	9-31 thru 9-40	15). Revises existing Note 3 at end of Table 9-G by deleting reference to Sr. Fellow and adds new Notes 4 and 5. 16) Inserts new page 9-40 and deletes reference that Page 9-40 is blank.
9-55	Update 47	9-55 thru 9-56	1) Inserts new page 9-56 reflecting new rules 75 and 76 in Table 9-I establishing new remark codes A40 and A41, respectively; and move Notes for Table 9-I from page 9-55 to page 9-56.
10-29 thru 10-32	Various	10-29 thru 10-32	1) Rules 20-39 of Table 10-E are existing rules which have been renumbered. 2) Adds new rules 40 and 41 to Table 10-E to document eligibility under Reg. 362.107(a) and establish new legal authority MAB/Reg. 362.107(a) – Intern. 3) Adds new rule 42 to Table 10-E to document eligibility under Reg. 362.107(a) and establish new legal authority MAC/Reg.362.107(a) – RG. 4) Adds new rules 43 to Table 10-E to document eligibility under Reg. 362.107(a) and establish new legal authority MAF/Reg. 362.107(a) – PMF. 5) Rules 44 thru 45 of Table 10-E are existing rules which have been renumbered. The text in column two of rules 44 and 45 has been modified and new legal authority MAG/E.O. 13562 is established. 6) Adds new Notes 5, 6 and 7 at the end of Table 10-E.
11-1	Update 45 August 6, 2006	11-1	1) Updates the page reference for Table 11-B from “11-21” to “11-19”. 2) Updates the Figure 11-1 reference from “Schedule A, B, and C” to “Schedule A, B, C, and D”.

The Guide to Processing Personnel Actions (6)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-9 thru 11-30	Various	11-9 thru 11-30	<p>1) Updates the “Go to Rules” page number references in the Table Summary for Table 11-A; and Updates the reference from “Schedule A, B, and C” to reference “Schedule A, B, C, and D” in the Table Summary.</p> <p>2) Deletes existing rules 14-33 of Table 11-A which documented SCEP and STEP appointments under Sch B, and abolish accompanying legal authority codes: Y1K/Sch B. 213.3202(a)-HS; Y2K/ Sch B. 213.3202(a)-Voc/Tech; Y3K/ Sch B. 213.3202(a)-Assoc Y4K/ Sch B. 213.3202(a)-BA/BS Y5K/ Sch B. 213.3202(a)-Grad/Prof YBM/Sch B, 213.3202(b)-HS YGM/Sch B, 213.3202(b)-Voc/Tech Y3M/Sch B, 213.3202(b)-Assoc Y1M/Sch B, 213.3202(b)-BA/BS Y2M/Sch B, 213.3202(b)-Grad/Prof</p> <p>3) Deletes existing rules 59-60 of Table 11-A and abolish legal authority X7M/E.O. 13318.</p> <p>4) Rules 5-36 of Table 11-A are existing rules which have been renumbered.</p> <p>5) Adds new rules 37-40 to Table 11-A to document appointment as an Intern under the Pathways Program and establish new legal authority YEA/Sch D, 213.3402(a).</p> <p>6) Adds new rules 41-42 to Table 11-A to document appointment as a Recent Graduate under the Pathways Program and establish new legal authority YEB/Sch D, 213.3402(b).</p> <p>7) Adds new rules 43 - 44 to Table 11-A to document appointment as a PMF under the Pathways Program and establish new legal authority YEC/Sch D, 213.3402(c).</p>

The Guide to Processing Personnel Actions (7)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-9 thru 11-30	Various	11-9 thru 11-30	<p>8) Adds new rule 45 to Table 11-A to document conversion of appointment from SCEP to the Intern Program during 6-month transition period and establish new legal authority YEF/Reg. 362.110 – SCEP.</p> <p>9) Adds new rule 46 to Table 11-A to document conversion of appointment from STEP to Intern Program during 6-month transition period and establish new legal authority YEG/Reg. 362.110 – STEP.</p> <p>10) Adds new rule 47 to Table 11-A to document conversion of appointment from PMF/Reg. 213.3102(ii) during 6-month transition period and establish new legal authority YEH/Reg. 362.110 – PMF; and renumbers remaining rules in Table 11-A accordingly.</p> <p>11) Adds new Note 7 at the end of Table 11-A.</p> <p>12) Updates references in Note 4 of Table 11-A and Note 3 of Table 11-B from “Schedule A, B, and C” to reflect “Schedule A, B, C, and D”.</p> <p>13) Inserted a new Page 11-20 (it was previously noted that the page was blank) and Table 11-B now begins on page 11-19; and added a reference that “Pages 11-22 thru 11-24 are blank”.</p> <p>14) Deletes existing rule 23 of Table 11-C and abolish remark code A04.</p> <p>15) Deletes existing rule 24 of Table 11-C and abolish remark code A24.</p> <p>16) Deletes existing rule 25 of Table 11-C and abolish remark code A30.</p> <p>17) Deletes existing rule 26 of Table 11-C and abolish remark code A31.</p>

The Guide to Processing Personnel Actions (8)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-9 thru 11-30	Various	11-9 thru 11-30	18) Adds new rule 4 to Table 11-C and establish new remark code A36 and, renumber remaining rules thru rule 20. 19) Adds new rule 21 to Table 11-C and establish new remark code A37. 20) Adds new rule 22 to Table 11-C and establish new remark code A38. 21) Adds new rule 23 to Table 11-C and establish new remark code A39; and instructs that rules 24-26 are now reserved.
11-39 thru 11-42	Update 54 March 1, 2011	11-39 thru 11-41	1) Updates references throughout Figure 11-1 from “Schedule A, B, and C” to reflect “Schedule A, B, C, and D”. 2) Deletes legal authority X9M/Sch A, 213.3102(ii) from Figure 11-1 and abolish code. 3) Deletes reference to legal authority codes Sch B, 213.3202(a) - Y1K; Y2K, Y3K, Y4K, and Y5K from Figure 11-1. 4) Deletes reference to legal authority codes Sch B, 213.3202(b)- YBM, YGM, Y3M, Y1M, and Y2M from Figure 11-1. 5) Adds reference in Figure 11-1 to new legal authorities: YEA/Sch D, 213.3402(a); YEB/Sch D, 213.3402(b); and YEC/Sch D, 213.3402(c).
14-5 thru 14-6	Update 45 August 6, 2006	14-5 thru 14-6	Updates reference in section 5a from “Central Personnel Data File (CPDF)” to “Enterprise Human Resources Integration (EHRI).”
14-13 thru 14-14	Update 53 September 12, 2010	14-13 thru 14-14	Updates references in Notes 3 and 4 from “Central Personnel Data File (CPDF)” to “Enterprise Human Resources Integration (EHRI).”
21-3 thru 21-4	Update 29 December 31, 1998	21-3 thru 21-4	Updates reference in section 8 from “Central Personnel Data File” to “Enterprise Human Resources Integration (EHRI).”

The Guide to Processing Personnel Actions (9)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
28-3 thru 28-4	Update 47 December 23, 2007	28-3 thru 28-4	Updates reference in section 1b from “Central Personnel Data File ” to “Enterprise Human Resources Integration.”
29-3 thru 29-4	Update 46 January 7, 2007	29-3 thru 29-4	Updates reference in section 1b from “Central Personnel Data File (CPDF)” to “Enterprise Human Resources Integration (EHRI)” and updates manual reference as “The Guide to CPDF Reporting Requirements” has been retitled “The Guide to Human Resource Reporting Requirements.”
33-3 thru 33-4	Update 36 December 31, 2000	33-3 thru 33-4	Updates reference in section 3 from “Central Personnel Data File (CPDF)” to “Enterprise Human Resources Integration (EHRI).”
34-1 thru 34-4	Various	34-1 thru 34-4	<ol style="list-style-type: none"> 1) Adds two new references under topic entitled Appointments: “Pathways Programs (Interns, Recent Graduates, and Presidential Management Fellows)” and “Schedule D” and deletes reference to “Student Educational Employment Program”. 2) Deletes reference to topic entitled “Cooperative Education (CO-OP) Appointments”. 3) Updates manual reference as “The Guide to CPDF Reporting Requirements” has been retitled “The Guide to Human Resources Reporting Requirements.”

The Guide to Processing Personnel Actions (10)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
34-9 thru 34-12	Various	34-9 thru 34-12	1) Updates manual reference as “The Guide to CPDF Reporting Requirements” has been retitled “The Guide to Human Resources Reporting Requirements.” 2) Deletes reference to topic entitled “Student Educational Employment Program”

Chapter 1. The Guide to Processing Personnel Actions

Subchapter 1. Introduction to this Guide

1-1. Authority.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section 9.2, civil service rule IX, is based on that statute and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders.

1-2. Coverage.

“The Guide to Processing Personnel Actions” (**Guide**) contains the Office of Personnel Management’s instructions on how to prepare personnel actions. Agencies may supplement the **Guide** with additional instructions and may require personnel action documentation in addition to what is called for in the **Guide**. However, in no case may an agency document derogatory or medical information on a personnel action if the information is not authorized by this **Guide**. As referenced throughout this **Guide**, the term Official Personnel Folder (“OPF”) is inclusive of an approved electronic equivalent of the same (i.e., eOPF).

1-3. Documentation of Personnel Actions.

a. Request for Personnel Action. For most of the personnel actions you process, there will be a Request for Personnel Action, Standard Form 52, or a similar agency form

approved by the Office of Personnel Management as an exception to the Standard Form 52. The Standard Form 52 is usually initiated by the office or supervisor who wants to take a personnel action, such as the appointment of an employee; occasionally the personnel office initiates the form. The requester completes one part of the Standard Form 52 and forwards it to others (such as the budget office) whose approval is required by the agency. The form is then sent to the personnel office for review and clearance by classification, staffing, and other personnel specialists, and for signature by the individual(s) to whom authority to approve personnel actions (appointing authority) has been delegated. Chapter 4, of this **Guide**, explains how to complete the Standard Form 52; if your agency has an exception to the Standard Form 52, approved by the Office of Personnel Management, the instructions in Chapter 4 apply to it as well. After the Standard Form 52 has been completed and the requested action has been approved, the form is sent to the personnel clerk or assistant who uses it to process the action in the agency’s automated personnel system.

b. The Notification of Personnel Action Standard Form 50, Standard Form 50-B, list form of notice, or an exception to one of these forms approved by the Office of Personnel Management, constitutes official documentation of Federal employment. Chapter 4, of this **Guide**, explains how to complete the Standard Form 50 and list form of notice. If your agency has an exception to the Standard Form 50 approved

by the Office of Personnel Management, the instructions in Chapter 4 apply to it, as well.

(1) The Notification of Personnel Action must be prepared for all accessions, conversions, and separations - nature of action codes beginning with 1, 5, or 3 - and for all corrections and cancellations of these actions. For these actions, the Notification of Personnel Action is required both as official notification to the employee and as official documentation of the action. The employee must receive a Notification of Personnel Action for these actions. A copy of the Notification of Personnel Action must be filed on the right side of the Official Personnel Folder. Accessions and separations due to mass transfer may be documented by a list form rather than the Standard Form 50.

(2) The Notification of Personnel Action is not required for the following actions:

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

These actions are **not** documented on the right side of the Official Personnel Folder. At the agency's option, they may be documented on the left side of the Official Personnel Folder while the person is employed in the agency. Agencies may

choose to use the Notification of Personnel Action to notify employees of these actions or they may choose other methods of notification. Other notification methods must meet the requirements in Chapter 4 of this **Guide**.

(3) For all other actions, the Notification of Personnel Action must be prepared and filed on the right side of the Official Personnel Folder. Agencies may choose to notify employees of the action with a copy of the Notification of Personnel Action or with another method that meets the requirements in Chapter 4 of this **Guide**.

c. >Enterprise Human Resources Integration.<

Much of the Standard Form 52 and Standard Form 50 information is collected to meet Government-wide human resource information needs. This information is reported to >Enterprise Human Resources Integration (EHRI),< a centralized automated information system that provides statistics on Executive Branch employment to the Congress, Office of Personnel Management, and other agencies. This information is used in a variety of ways to evaluate and formulate human resource systems and programs. Unless specifically authorized in the operating manual, [>The Guide to Human Resources Reporting Requirements,<](#) all personnel actions described in this **Guide** are reported in >EHRI< dynamics submissions.

1-4. Nature of Action (NOA), Legal Authority, and Remarks.

Each chapter on processing actions contains instructions on how to select the nature of action, the legal authority(ies), and the remarks for the action. A complete list

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

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

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

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

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

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

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

(4) Codes 900-999 may be used by agencies to document personnel matters that are of interest to the agency and for which the Office of Personnel Management does not require a Standard Form 50, for example, a change in the employee's position number when no other change occurs, or a change in the appropriation from which the employee is paid. In general, a Standard Form 50 documenting a 900 series action may not be filed on the right side of the Official Personnel Folder (OPF). The exception is when an agency uses the Standard Form 50 instead of an agency form to document something that is approved for long-term Official Personnel Folder retention. An example is completion of the supervisory or managerial probationary period. Actions in the 900 series are not reported in >Enterprise Human Resources Integration< dynamics submissions.

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

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

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

(4) To obtain the legal authority code to be cited for a new law, regulation, Executive Order, or other authority on an action that will be reported to >EHRI,< contact the Manager, Records Management, Office of the Chief Information Officer by fax at 202-606-1719.

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

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

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

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

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

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

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

1-5. Other Standard Form 50 Data.

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

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

1-6. Cancellations and Retroactive Personnel Actions.

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

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

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

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

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

and edited. Lists of errors found in the screening process are sent back to the submitting agencies.

1-8. Questions Regarding Unusual Cases.

An agency's Human Resources Office should direct questions to the Manager, Records Management, Office of the Chief Information Officer by fax at 202-606-1719.

Subchapter 2. How to Use this Guide

2-1. How the Guide is Organized.

The first seven chapters of **The Guide to Processing Personnel Actions (Guide)** contain general instructions for processing personnel actions, including how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action, and how to determine creditable service and calculate a service computation date. Chapters 9 through 32 contain instructions for specific types of actions. Chapter 34, Topic Index and Chapter 35, the *Glossary*, are readers' aids for using this **Guide**. The Topic Index helps identify the correct chapter where information >is< located and the Glossary defines terms.

Each specific type of action is covered in a separate chapter. Chapters 9 through 32 contain:

- an introduction that explains the personnel actions covered by the chapter, and definitions of those actions;
- step-by-step instructions on how to process the action, (decisions to be made and actions to be completed); and
- tables to help you select the correct information to put on the Standard Form 52 and the Standard Form 50.

Most of the instructions and tables for a particular action are in the same chapter. There will be times, however, when you will have to look elsewhere. For example,

- When a table in one chapter applies to several kinds of actions and the table has not been reprinted in other chapters, you will be told to turn to it.
- Instructions regarding benefits are complicated and they are not reprinted. You are told >where< to find them elsewhere in Office of Personnel Management publications.
- When general instructions apply to more than one kind of action, they have been combined in the first 7 chapters.

2-2. Identification of Changes to the Guide.

When revised pages are issued, new or changed material is indicated by a right-hand arrow (>) at the beginning and a left-hand arrow (<) at the end of such changed material. The deletion of information is indicated by three consecutive stars (***)). These designations are not usually used when an entire chapter is re-issued.

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

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

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

(3) The notice must contain:

- the nature of action as defined in this **Guide**. The nature of action code is not required. For example, the notice of a pay change must describe the action as a “Pay Adjustment” but the nature of action code “894” may or may not be included at the agency’s option.
- the effective date.
- the not-to-exceed date if the action is temporary or time-limited.
- all remarks required by this **Guide**.
- the old and new values for any data changed by the action and normally shown on the Standard Form 50. For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.
- the employee’s full name.

(4) The notice must be an official

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

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

- Standard Form 50, or
- List form of notice, if the action is one of those identified in section 6, or
- A pay schedule or computer printout described in Chapter 17, if the action is a pay adjustment affecting a large number of employees, or
- An agency issuance that meets the conditions in b. above.

8. Data Collected on Ethnicity and Race and Identification of Disability.

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

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

b. Storing data. Keep ethnicity and race and disability data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to >Enterprise Human Resources Integration.< *Destroy ethnicity and race identification forms used to collect*

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

Job Aid

Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
2	Social Security Number, continued	Complete on all actions.	<p>Personnel Management; then assign the four sequential digits, the following controls must be maintained: (1) Uniqueness. Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.</p> <p>(2) Correction. When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to >Enterprise Human Resources Integration (EHRI)),< a correction is required. Follow the instructions in >The Guide to Human Resources Reporting Requirements< for preparing corrections for >EHRI.< Note that for >EHRI,< a complete correction action is required for each action processed with the pseudo number.</p> <p>d. Multiple Appointments. If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—"Concurrent employment (identify position or agency unit where concurrently employed)."</p> <p>e. To obtain a valid Social Security Number, the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.</p> <p>f. Corrections. See Chapter 32 for instructions.</p>

Job Aid**Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
3	Date of Birth	Complete on all actions.	When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, "01-03-40" or "01-03-1940."
4	Effective Date	Complete on all actions.	Enter date in month-day-year order, for example, "10-01-98" or "10-01-1998" (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)
5-A	Code	Complete on all actions.	Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter "002;" when it is a cancellation, enter "001."
5-B	Nature of Action		Enter the nature of action for the code shown in block 5-A.
5-C	Code	Complete on all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-D	Legal Authority		Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-E	Code	Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.	Enter code for the second authority.
5-F	Legal Authority		Enter second authority.

Table 4-D. Annuitant Status

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
1	Retired under the Civil Service Retirement System	will <i>not</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc
3			Is not a Uniformed Services retiree	6 CS-No Reduction
4		will be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS
>7		annuity will continue but salary <i>will not</i> be subject to pay reduction under the National Defense Authorization Act (NDAA FY 2010)		0 – NDAA FY 10-CS<
>8<	Retired under the Federal Employees Retirement System (FERS)	annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE
>9<			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE
>10<			Is not a Uniformed Services retiree	B Former Ann-FE

Table 4-D. Annuitant Status (Continued)

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
>11<	Retired under the Federal Employees Retirement System (FERS)	annuity will continue but pay <i>will not</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc
>12<			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc
>13<			Is not a Uniformed Services retiree	G FE-No Reduction
>14<		annuity will continue and pay <i>will</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE
>15<			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE
>16<			Is not a Uniformed Services retiree	A Reempl Ann-FE
>17<		annuity will continue but salary <i>will not</i> be subject to pay reduction per the National Defense Authorization Act (NDAA FY 2010)		K – NDAA FY 2010-FE<
>18<	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer
>19<		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted
>20<	Not described in rules >1-19<			9 Not applicable

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on the rolls of your agency	Career	140	Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority) and (Cite specific authority that brought the position into the competitive service)
28			Career-Conditional	141	Reins-Career-Cond		
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not already on the rolls of your agency	Career	140	Reins-Career	ABS	Reg. 330.708
30			Career-Conditional	141	Reins-Career-Cond		
31		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
32			Career-Conditional	541	Conv to Reins-Career-Cond		
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not already on the rolls of your agency	Career	140	Reins-Career	ABR	Reg. 330.608
34			Career-Conditional	141	Reins-Career-Cond		
35		Is on the rolls of your agency	Career	540	Conv to Reins-Career		
36			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
>37	Reinstatement from a Recent Graduates appointment (see Note 3)	Is already on the rolls of your agency	Career	540	Conv to Reins-Career	LAB	Reg. 362.306
38			Career-Conditional	541	Conv to Reins-Career Cond		
39	Reinstatement from a Presidential Management Fellows appointment (see Note 3)	Is already on the rolls of your agency	Career	540	Conv to Reins-Career	LAD	Reg. 362.407<
40			Career-Conditional	541	Conv to Reins-Career Cond		
>41<	Reinstatement under an authority not covered under Rules 8 - >40<	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)
>42<			Career-Conditional	141	Reins-Career-Cond		
>43<		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
>44<			Career-Conditional	541	Conv to Reins-Career Cond		

NOTES:

1. *ZLM*: *Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade.
- >3. A Recent Graduate or Fellow who held a career conditional appointment immediately before entering the Program and fails to complete the Program for reasons not related to misconduct, performance, or suitability, may at the agency's discretion be placed in a permanent competitive service position, as appropriate, in the employing agency.<

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 (“rare bird” type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702
2			Career-Conditional	501	Conv to Career-Cond Appt		
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.		Career	500	Conv to Career Appt	LBM	Reg. 315.604
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Employee completing at least three years of continuous service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg. 315.704
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more		Career-Conditional	501	Conv to Career-Cond Appt	LZM	Reg. 315.707
7							

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (continued)

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
>8	Conversion of an Intern serving on a term appointment under Reg. 362.107(a) – (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	Reg. 362.107(b) - Intern
9			Career	100	Career Appt		
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond Appt		
11			Career	500	Conv to Career Appt		
12	Conversion of a Recent Graduate serving on a term appointment under Reg. 362.107(a) – (See Note 2)	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG
13			Career	500	Career Appt		
14	Conversion of Fellow serving on a term appointment under Reg. 362.107(a) – (See Note 2)	Is already on the rolls of your agency	Career-Conditional	501	Career-Cond Appt	LAH	Reg. 362.107(b) - PMF<
15			Career	500	Career Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this table.
- >2. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.<

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	
1	Service in a position in the immediate Office of the President or Vice President or on the White House Staff	Is appointed without a break in service from that position or appointment	Career	100	Career Appt	K4M	Reg. 315.602	
2			Career-Conditional	101	Career-Cond Appt			
3	Service in certain appointments in the Postal Service or Postal Rate Commission		Career	100	Career Appt	V8L		39 U.S.C. 1006
4			Career-Conditional	101	Career-Cond Appt			
5	Possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	VJM	5 U.S.C. 3325	
6	Is already on the rolls of your agency	Career	500	Conv to Career Appt				
7	Possession of special qualifications in a professional or scientific field for a position authorized under an authority other than 5 U.S.C. 3104	Is not on your agency's rolls	Career	100	Career Appt	ZLM		(Cite the law, E.O., or Reg. that authorizes the appointment)
8			Career-Conditional	101	Career-Cond Appt			
9		Is already on the rolls of your agency	Career	500	Conv to Career Appt			
10			Career-Conditional	501	Conv to Career-Cond Appt			

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
11	Correction of an administrative error or oversight in not recommending an employee for benefits under Executive Order 10880, 10080, 10157, or 10577	Is not on your agency's rolls	Career	100	Career Appt	ZGM	E.O. 10826
12			Career-Conditional	101	Career-Cond Appt		
13		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
14			Career-Conditional	501	Conv to Career-Cond Appt		
15	Service under an excepted appointment as a Secret Service agent when the provisions of Executive Order 11203 are met		Career	500	Conv to Career Appt	ZGY	E.O. 11203
>16<	Service on a Veterans Recruitment Appointment	Has completed two years under the VRA program and, if the individual has less than 15 years of education, has completed a program of education or training prescribed by the agency	Career	500	Conv to Career Appt	LYM	Reg. 315.705
>17<			Career-Conditional	501	Conv to Career-Cond Appt		
>18<	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAM	Reg. 315.612
>19<		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
>20	The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career	100	Career Appt	LAM	Reg. 315.612<
21		Is already on the rolls of your agency		500	Conv to Career Appt		
>22<	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(u)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
>23<			Career-Conditional	501	Conv to Career-Cond Appt		
>24<	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
>25<			Career-Conditional	101	Career-Cond Appt		
>26<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>27<			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
>28<	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607
>29<			Career-Conditional	101	Career-Cond Appt		
>30<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>31<			Career-Conditional	501	Conv to Career-Cond Appt		
>32<	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605
>33<			Career-Conditional	101	Career-Cond Appt		
>34<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>35<			Career-Conditional	501	Conv to Career-Cond Appt		
>36<	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
>37<	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	E.O. 12721
>38<		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		
>39<	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg. 315.609
>40<			Career-Conditional	101	Career-Cond Appt		
>41<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>42<			Career-Conditional	501	Conv to Career-Cond Appt		
>43<	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	Reg. 315.610
>44<			Career-Conditional	101	Career-Cond Appt		
>45<		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt		
>46<			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
>47<	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L2K	Reg. 315.711
>48<			Career-Conditional	501	Conv to Career- Cond Appt		
>49<	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106-117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117, Sec. 511
>50<			Career-Conditional	101	Career-Cond Appt		
>51<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>52<			Career-Conditional	501	Conv to Career- Cond Appt		
>53<	Service under the Internship Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAK	Reg. 315.713(a)(1)<
54			Career-Conditional	501	Conv to Career- Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority is (See Note 1 of this table)</i>
>55	Service under the Internship Program	Is not on your agency's rolls	Career	100	Career Appt	LAK	Reg. 315.713(a)(1)
56		Is already on the rolls of your agency	Career-Conditional	101	Conv to Career Appt		
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	Reg. 315.713(a)(2)
58			Career-Conditional	501	Conv to Career-Cond Appt		
59	Service under the Presidential Management Fellows Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	Reg. 315.713(a)(3)
60			Career-Conditional	501	Conv to Career-Cond Appt		
61	Service as a Fellow under the Presidential Management Fellows Program (E.O. 13318) (see notes 3 and 4 and Table 9-I, rule 75)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAR	Reg. 362.110 - Fellow<
62			Career-Conditional	501	Conv to Career-Cond Appt		
>63<	Service under the Student Career	Is already on the rolls of your agency	Career	500	Conv to Career Appt	>LAS	Reg. 362.110 - SEEP/SCEP<
>64<	Experience Program of the Student Educational Employment Program (see note 5 and Table 9-I, rule 76)		Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R U L E</i>	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority is (See Note 1 of this table)</i>
>65<	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2 of this table)
>66<			Career-Conditional	101	Career-Cond Appt		
>67<		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
>68<			Career-Conditional	501	Conv to Career-Cond Appt		
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt		
70			Career-Conditional	101	Career-Cond Appt		
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
72			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."
3. Upon successful completion of the Program, a Fellow *** initially appointed to a permanent position in an agency excepted from the competitive service may be appointed subsequently to a full-time permanent position in the competitive service without further competition one time only.
- >4. Use rules 61-62 if converting an existing PMF from class 2009, 2010, 2011, or 2012 to the competitive service under the provisions of E.O. 13562 and 5 CFR 362.110.
5. Use rules 63-64 if converting an existing SCEP employee to the competitive service under the provisions of E.O. 13562 and 5 CFR 362.110 during the Pathways transition period. Conversions under these authorities may only occur between July 10, 2012 and January 6, 2013. <

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
>75	Action is a conversion to career or career conditional appointment of a Fellow during the Pathways transition period		A40	Employee is a PMF from class 2009, 2010, 2011, or 2012 eligible for conversion under the provisions of E.O. 13562 and 5 CFR 362.110.
76	Action is a conversion to career or career conditional appointment of a SCEP during the Pathways transition period		A41	Incumbent is a SCEP employee eligible for conversion under the provisions of E.O. 13562 and 5 CFR 362.110. <

NOTES:

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

Table 10-E. Term Appointment, continued

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

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
>29<	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
>30<	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
>31<	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
>32<		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
>33<	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
>34<		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
>35<	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.708
>36<		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
>37<	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
>38<	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602
>39<		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
>40	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Internship Program (see note 6)	Is not an employee of your agency	108	Term Appt NTE (date)	MAB	Reg. 362.107(a) – Intern
41		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
42	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Recent Graduates Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAC	Reg. 362.107(a) –RG
43	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Presidential Management Fellows Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAF	Reg. 362.107(a) - PMF<

Table 10-E. Term Appointment, continued

<i>RULE</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 and 3 of this table)</i>
>44<	>Based on eligibility for employment in the competitive service and employee is currently serving on a SCEP appointment (see note 7)<	Is not an employee of your agency	108	Term Appt NTE (date)	>MAG	E.O. 13562<
>45<		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM approved Single Agy Auth

>5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.

6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.

7. Use this rule if converting existing SCEP appointments to a competitive service term appointment during the Pathways transition period. Conversions under this authority may only occur between July 10, 2012 and January 6, 2013.<

Chapter 11. Excepted Service Appointments (Natures of Action 130, 170, 171, 190, 570, 571, 590, 760)

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Table Summary: Table 11-A. Excepted Service Appointments

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	>5-6<
Under VRA authority	>7-11<
Based on a move from the SES	>12-15<
By the President	>16-23<
Of an Expert or Consultant	>24-27<
Of a foreign national overseas.....	>28-31<
Under the IPA	>32<
Not listed above	
• Under Schedule A, B, C >or D< authority	1-4, >33-47<
• Under another authority	>48-51<
• Extension of an Exc Appt	>52<

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Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
1	Is being employed under a Schedule A, B, or C authority that is not specifically covered by the rules below	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	(Cite code for Schedule A, B, or C authority that authorizes the appointment or conversion)	(Cite authority under Schedule A, B, or C that authorizes the appointment or conversion)
2			Is already on the rolls of your agency	570	Conv to Exc Appt		
3		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
4			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
>5<	Is being appointed on a temporary basis to a continuing position when the agency intends later to convert the employee to a non-temporary position and has current authority for such conversion		Is not on your agency's rolls	190	Provisional Appt NTE (date)	(Cite code for the Sch A, B, or C, statutory, or regulatory authority for the appointment)	(Cite the Sch A, B, or C, statutory, or regulatory authority for the appointment)
>6<			Is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>7<	Is already employed under the Veterans Recruitment Appointment (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	Pub. L. 107-288
>8<	Is being employed under the Veterans Recruitment Appointment (VRA) on an appointment without time limitation (see Note 5 of this table)		Is not on your agency's rolls	170	Exc Appt		
>9<			Is already on the rolls of your agency	570	Conv to Exc Appt		
>10<			Is not on your agency's rolls	171	Exc Appt NTE (date)		
>11<			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>12<	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during the SES probationary period	Is already on the rolls of your agency	570	Conv to Exc Appt	(Cite code for authority under which conversion is effected) and VDJ	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(a)
>13<		Is based on less than fully successful performance following the SES probationary period				(Cite code for authority under which conversion is effected) and VCS	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(1)
>14<		Is based on a reduction in force in the SES				(Cite code for authority under which conversion is effected) and VCT	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(2)
>15<		Is based on failure to be recertified in the SES				(Cite code for authority under which conversion is effected) and VCW	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(3)

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>16<	Is appointed by the President with the advice and consent of the Senate	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment with advice and consent of the Senate)
>17<			Is already on the rolls of your agency	570	Conv to Exc Appt		
>18<		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
>19<			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
>20<	Is appointed by the President when advice and consent of the Senate is not required	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment)
>21<			Is already on the rolls of your agency	570	Conv to Exc Appt		
>22<		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
>23<			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
>24<	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>25<	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	H2L	Reg. 304.103
>26<		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
>27<			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
>28<	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3
>29<				Is already on the rolls of your agency	570		
>30<		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
>31<				Is already on the rolls of your agency	571		
>32<	Is selected under the Intergovernmental Personnel Act (IPA)	Is under the authority of 5 U.S.C. 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 U.S.C. 3374

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>33<	Is employed under the authority of Sch A, 213.3102(i) in a position for which a critical hiring need exists	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	W9P	Sch A, 213.3102(i)(2)
>34<			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
>35<		Is without time limitation on a less than full-time basis	Is not on your agency's rolls	170	Exc Appt		
>36<			Is already on the rolls of your agency	570	Conv to Exc Appt		
>37<	Is employed as an Intern	Is under the Internship Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEA	Sch D, 213.3402(a)<
38			Is already on the rolls of your agency	570	Conv to Exc Appt		
39			Is not on your agency's rolls	171	Exc Appt NTE (date)		
40			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)
42			Is already on the rolls of your agency	570	Conv to Exc Appt		
43	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)
44			Is already on the rolls of your agency	570	Conv to Exc Appt		
45	Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs (see Note 7 of this table)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEF	Reg. 362.110 – SCEP
46	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs (see Note 7 of this table)	Is temporary	Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)	YEG	Reg. 362.110 – STEP
47	Is currently serving on a PMF appt (Reg. 213.3102(ii)) and appt is being converted to a PMF appt under Reg. 213.3402(c) (see Note 7 of this table)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEH	Reg. 362.110 – PMF<

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
>48<	Is employed under the authority of any other law, Executive Order or Reg. not covered in the preceding rules of this Table (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109)	Is without time limitation	Is not on your agency's rolls	170	Ext Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)
>49<			Is already on your agency's rolls	570	Conv to Exc Appt		
>50<		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
>51<			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)		
>52<	Is serving on an Exc Appt NTE	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

NOTES:

1. ZLM: Other Citation (Law, EO, 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 a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.
2. If appointment was made using special section 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.
3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.
4. For information on [Schedule A, B, C, >and D< see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, C, >and D< see Figure 11-1, or [The Guide to Personnel Data Standards](#).
5. Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
6. These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.
- >7. Use rules 45-47 if converting existing STEP, SCEP, and PMF appointments to comparable SCH D appointments under the Pathways Programs. Conversions under these authorities may only occur between July 10, 2012 and January 6, 2013.<

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights

<i>R U L E</i>	<i>If the person</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>And Authority Is (See Notes 1-4 of this table)</i>
1	Is exercising statutory restoration rights upon return from uniformed service	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	QAK and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	Reg. 353.207 and (Cite authority for the appointment held prior to the separation upon which restoration is based)
2		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)		
3	Is ordered by MSPB directive to be restored to duty when person appeals failure to restore or improper restoration after uniformed service (see Note 5 of this table)	Appointment held prior to the separation upon which restoration is based was without time limitation	170	Exc Appt	ALM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive—US and (Cite authority for the appointment held prior to the separation upon which restoration is based)
4		Appointment held prior to the separation upon which restoration is based was temporary	171	Exc Appt NTE (date)		
5	Is exercising statutory restoration rights upon full recovery from a compensable injury		170	Exc Appt	QBK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 353.301 and (Cite authority for the appointment held prior to the separation upon which restoration is based)
6	Is appointed based on his or her partial recovery from a compensable injury				QCK and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>And Authority Is (See Notes 1-4 of this table)</i>
7	Is ordered by MSPB Directive to be restored to duty after person appeals failure to restore or improper restoration upon recovery from compensable injury (see Note 5 of this table)		170	Exc Appt	AQM and (Cite auth code for the appointment held prior to the separation upon which restoration is based)	MSPB Directive Inj and (Cite authority for the appointment held prior to the separation upon which restoration is based)
8	Exercises reemployment rights after having moved between executive agencies during an emergency				PWM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.204 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)
9	Exercises reemployment rights after having transferred to an international organization	Is not on your agency's rolls	170	Exc Appt	P3M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.311 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)
10	Exercises reinstatement rights after serving in the Agency for International Development under sections 233(d) and 625(b) of the Foreign Assistance Act				P5M and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	Reg. 352.507 and (Cite authority for the appointment held prior to the separation upon which reemployment is based)
11		Is already on the rolls of your agency	570	Conv to Exc Appt		

Table 11-B. Excepted Appointments Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>And Authority Is (See Notes 1-4 of this table)</i>
12	Exercises reemployment rights after service with the American Institute in Taiwan	Is not on your agency's rolls	170	Exc Appt	P7M	Reg. 352.803
13	Exercises reemployment rights under circumstances not covered in Rules 1-12				ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)
14		Is already on the rolls of your agency	570	Conv to Exc Appt	ZRM and (Cite auth code for the appointment held prior to the separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for the appointment held prior to the separation upon which reemployment is based)

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. 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, C, >and D< see part 213 of title 5, Code of Federal Regulations](#). For authority codes for Schedules A, B, C, >and D< see Figure 11-1, or [The Guide to Personnel Data Standards](#).
4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

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Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete an appointment affidavit, SF 61.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
>4			Employee is an Intern, Recent Graduate, or Fellow under the Pathways Programs	A36
>5<	Appointment requires employee to complete a trial period	Employee has not completed that trial period	E19	Appointment is subject to completion of 1 year trial period beginning (date).
>6<		Employee has already completed that trial period	E03	Trial period completed.
>7<	Employee is given excepted appointment in an agency which uses an appointment system equivalent to the career-conditional appointment system in the competitive service	Employee has not completed the service requirement for Tenure Group I	T09	Service counting towards permanent tenure from (date).
>8<		Employee has completed the service requirement for Tenure Group I	T08	Service counting towards permanent tenure from (date) to (date).

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
>9<	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
>10<	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (see Note 3 of this table)
>11<	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.
>12<	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. (see Note 4 of this table)

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
>13<	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
>14<	Employee is given a time-limited appointment (NOA 171), or a time-limited appointment is extended		M06	Reason for temporary appointment: (state reason)
>15<	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under the authority during the service year (see Note 5 of this table)	A11	Employment under this appointment must not exceed (number) working days a year.
>16<	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (see Note 5 of this table)	A12	Employment under this and previous appointment must not exceed (number) working days a year.
>17<	Appointment authority limits the number of hours employee may work during a service year	This is the employee's first appointment under this authority during the service year (see Note 5 of this table)	A07	Employment under this appointment must not exceed (number) hours a year.
>18<	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (see Note 5 of this table)	A08	Employment under this and previous appointment must not exceed (number) hours a year.

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
>19<	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
>20<	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)
>21	Appointment is made under the Pathways Programs as a Recent Graduate or Fellow under Sch D, 213.3402(b) or (c) (see Note 6 of this table)		A37	Appointment cannot exceed 2 years plus any agency approved extension of no more than 120 days. Upon satisfactory completion of the program you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated.
22	Appointment is made under the Pathways Programs under Sch D, 213.3402 as an Intern, Recent Graduate, or Presidential Management Fellow (see Note 6 of this table)	The employee is currently employed under a nontemporary appointment in the competitive service	A38	Employee informed in advance of the conditions of appointment under the Pathways Programs
23	Appointment is made under the Pathways Programs as an Intern under Sch D, 213.3402(a) (see Note 6 of this table)		A39	This appointment is intended to continue through completion of education and work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.<

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
24	Reserved			
25	Reserved			
26	Reserved			
27	Appointment is made under the Veterans Recruitment Appointment (VRA)-5 CFR, part 307 (see Note 6 of this table)	Appointment is to a competitive service agency and <i>not</i> to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
28	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
29	Action is a conversion to another appointment of an employee who 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	Action is in lieu of RIF separation of employee retained under temporary exception.
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 7 of this table)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).
31	Employee is on the rolls of another agency in a nonpay status (see Note 7 of this table)		M33	On nonpay status in (agency).
32	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).
33	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.
35	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.

NOTES: (continued)

6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. **Reserved.**
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, >and D< Appointments

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(a)	WAM
213.3102(c)	WCM
213.3102(d)	WDM
213.3102(e)	WEM
213.3102(f).....	WFM
213.3102(i)(1)	W9N
213.3102(i)(2)	W9P
213.3102(i)(3)	W9R
213.3102(j)	WJM
213.3102(k)	WKM
213.3102(l)	WLM
213.3102(n)	WNM
213.3102(o)	W6M
213.3102(r).....	W9S
213.3102(s).....	W9T
213.3102(u) - Severe Physical Disabilities	WUM
- Mental Retardation.....	WTA
- Psychiatric Disability	WTB
213.3102(x)	WXM

Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, >and D< Appointments (continued)

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(z)	WZM
213.3102(aa).....	XAM
213.3102(bb)	XBM
213.3102(ff).....	XFM

213.3102(ll)	XXM
213.31xx - Agency unique Sch A authority	XZM

Sch B, 213.3202(j).....	YJM
213.3202(m)	YMM
213.3202(n)*	YKB
213.32xx. Agency-unique Schedule B authority.....	Y5M
Sch C, 213.33xx. Agency-unique Schedule C authority	Y7M
213.3302(a) Temp. transitional Sch C.....	Y9K
Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position)	Y8M
>Sch D, 213.3402(a) Intern Program.....	YEA
213.3402(b) Recent Graduates Program	YEB
213.3402(c) Presidential Management Fellows Program	YEC<

**Effective as of November 30, 1999, agencies may no longer make new appointments under this authority; however, prior appointees under this authority may be promoted, demoted, or reassigned within the appointing agency while remaining under this appointing authority as long as there is no break in service.*

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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.

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.

Chapter 21. Realignment and Mass Transfer

1. Coverage.

a. This chapter covers the actions taken to effect an agency realignment and the actions taken by the *gaining* agency to effect a mass transfer. The chapter covers actions for employees whose appointments are temporary as well as those whose appointments are non-temporary.

b. This chapter does *not* cover:

(1) Actions taken by the losing agency in a mass transfer (see Chapter 31);

(2) Actions that change the appointment on which the employee is serving (see instructions for appointments and conversions to appointment in Chapters 9-13);

(3) Movement of employee and employee's position to a new duty station when the move is *not* the result of a transfer of function or an organization change, e.g., when move is a part of a rotation program or the result of the agency moving to a different building in a different city in the same commuting area (see Chapter 23); or

(4) Assignment of a different agency management or budget code to the employee's organization, or changing the name of the organization to which the employee is assigned, when no change in the function or in the employee's position, grade, salary, location, or agency code, occurs. These changes are not reported to the Office of Personnel Management and can be documented with an agency nature of action in the 900-series. (See job aid, **Sample Notice that Name of Organization has Changed**, in this Chapter.)

2. Definitions.

a. A **realignment** is the movement of an employee and employee's position when:

- an organization change (such as reorganization or transfer of function) occurs,
- the employee stays in the same agency, *and*
- there is no change in the employee's position, grade or pay. (Note: For changes in pay, including locality pay, see Chapter 17.)

Information on transfer of function and reorganization is in 5 CFR part 351, subpart C.

b. A **mass transfer** is the movement of an employee with employee's position to a different agency when:

- an organization change (such as a transfer of function) takes place, *and*
- there is no change in the employee's position, grade, or pay. (Note: For purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is *not* a change in pay.)

3. Use of the List Form of Notice.

When a large number of employees are being affected by the realignment or mass transfer, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Standard Form 50s, Notification of Personnel Action. Refer to Chapter 4 of this **Guide** for instructions on preparing the list form.

4. Use of Agency Notices.

Agencies may use any method that meets the conditions in Chapter 4, section 6, to notify employees of realignment actions. This is an additional agency option in lieu of the individual Standard Form 50, Notification of Personnel Action, or the list form of notice.

5. Use of the Standard Form 52.

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for realignments and mass transfers is not required in all cases. When the Standard Form 50, Notification of Personnel Action, is used to document the realignment or mass transfer and it can be prepared directly from the information in the employee's Official Personnel Folder, your agency's automated personnel system, or directly from an alternative approving document, then a Standard Form 52 is not necessary.

Generally, a Standard Form 52 is used only when a few employees are affected by the realignment or mass transfer, especially when the requesting office is responsible for its preparation. If a list form of notice, or an agency issuance rather than the Standard Form 50, is to be used, an alternative approving document is generally used instead of a Standard Form 52.

When the Standard Form 52 is used, and prepared in the Personnel Office, it is used only as a working document. No requesting official signatures are needed.

6. Office that Issues the Standard Form 50 or List Form.

a. Realignment. When the employing office changes, the gaining office issues the Standard Form 50, list form, or agency issuance.

b. Mass Transfer. The gaining office issues the Standard Form 50 or list form for Mass Transfer. The losing agency issues the Standard Form 50 or list form for Termination—Appt in (agency) as required by Chapter 31.

7. Filing.

Documentation of realignment actions is not authorized for long-term Official Personnel Folder retention. Agencies *may* file realignment documentation among temporary documents on the left side of the Official Personnel Folder at their option. If the agency uses a Standard Form 50 to document the realignment, that form should not be filed on the right side of the Official Personnel Folder.

8. Appointment Authority.

The legal authority used to process a mass transfer is the authority for changing the agency. It does not affect the individual employee's appointment. The legal authority for a mass transfer should *not* be reported to >Enterprise Human Resources Integration (EHRI)< as the current appointment authority.

Chapter 28. Change in Data Element

1. Coverage.

a. This chapter covers use of nature of actions:

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

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

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

b. This chapter does not cover: changes to the >Enterprise Human Resources Integration (EHRI)< data elements, such as organizational component, that are not documented in a designated block on the Standard Form 50. Follow your agency's instructions to document these changes.

2. Use of Standard Form 52.

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

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

3. Instructions.

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

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

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

b. When an action must be processed to record the data element change, use Table 28-A to select the nature of action and authority to be entered in blocks 5A-5D of the Standard Form 50. See Table 28-B for the remark codes and remarks to be entered in block 45 of the Standard Form 50. If the action is being taken

under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter. Also enter in block 45 any additional remarks/remarks codes that are required by your agency or that are necessary to explain the action.

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

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

signature.

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

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

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

Chapter 29. Bonuses, Awards and Other Incentives

1. Coverage.

a. Actions covered. This chapter covers the following time off and cash payment actions that do not affect an employee's rate of basic pay:

815/Recruitment Incentive,
 816/Relocation Incentive,
 817/Student Loan Repayment,
 825/Separation Incentive,
 827/Retention Incentive,
 840/Individual Cash Award RB,
 841/Group Award – Ch 45,
 842/Individual Suggestion/Invention Award (only those recognized with cash),
 843/Group Suggestion/Invention Award (only those recognized with cash),
 844/Foreign Language Award (always given to individuals as cash; only approved for law enforcement positions),
 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs),
 846/Individual Time Off Award,
 847/Group Time Off Award,
 848/Referral Bonus,
 849/Individual Cash Award NRB
 878/Presidential Rank Award,
 879/SES Performance Award.
 885/Lump Sum Performance Payment RB-ILPA
 886/Lump Sum Performance Payment RB-NILPA
 887/Lump Sum Performance Payment NRB
 889/Group Award - Other

b. >Enterprise Human Resources

Integration.< All actions described in this chapter must be reported to >Enterprise Human Resources Integration (EHRI).< Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to >EHRI.< Refer to the operating manual, >**The Guide to Human**

Resources Reporting Requirements,< for specific instructions.

2. Separation Incentive.

a. Effective Date. Separation Incentives are payments authorized to encourage employees to separate voluntarily to avoid or reduce the need for involuntary separations. These actions are effective on the same date as the employee's separation.

b. Standard Form 52. Use of the Standard Form 52, Request for Personnel Action, to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. These actions may be documented as the second nature of action on Standard Form 50, Notification of Personnel Action, documenting the separation or may be documented as a separate action. In either case, a Standard Form 50 documenting a Separation Incentive should be prepared and a copy should be filed on the right side of the Official Personnel Folder.

3. Presidential Rank Awards.

a. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

b. Standard Form 50. A Standard Form 50 should be prepared to document Presidential Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

a. Effective Date. The agency sets the effective date of awards and bonuses.

b. Standard Form 52. Use of the Standard Form 52 to process these actions is **not** required. Follow your agency's instructions.

c. Standard Form 50. Use of the Standard Form 50 for all other awards and bonuses is **not** required. Documentation of awards and bonuses other than Separation Incentives, and Presidential Rank Awards is **not** authorized for long-term Official Personnel Folder retention. Agencies **may not** file documentation of the following award and bonus actions on the **right** side of the Official Personnel Folder:

Recruitment Incentive,
Relocation Incentive,
Retention Incentive,
Student Loan Repayment,
Individual Cash Award RB
Individual Cash Award NRB
Group Award – Ch 45,
Group Award – Other,
Individual Suggestion/Invention Award,
Group Suggestion/Invention Award,
Foreign Language Award,
Travel Savings Incentive,

Individual Time Off Award,
Group Time Off Award,
Referral Bonus,
Senior Executive Service Performance Award,
Lump Sum Performance Payment
RB-ILPA
Lump Sum Performance Payment
RB-NILPA
Lump Sum Performance Payment
NRB

d. Employee Notification. Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this **Guide**. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, no legal authority code is required, and the SF-50 may **not be filed** on the right side of the Official Personnel Folder.

Chapter 33. Documentation of Volunteer Service

1. Coverage.

This chapter provides instructions for documenting service performed without compensation by persons who *do not* receive a Federal appointment.

2. Definitions.

a. Student volunteer service is service performed under 5 U.S.C. 3111, with the permission of the institution at which the student is enrolled, as part of an agency program established for providing educational experience for the student.

b. Other volunteer service under programs for persons other than students is defined in the individual laws and regulations authorizing those programs.

3. Documentation of Volunteer Service.

Volunteers do not receive Federal appointments, so their service is not reported to >Enterprise Human Resources Integration (EHRI)<. Therefore, the personnel action instructions in Chapters 1-32 of this **Guide** are not applicable. Agencies are responsible for determining how to document volunteer service (e.g., self-developed forms, letters, etc.) An SF-50 *can not* be used to document volunteer appointments; however, agencies *must* clearly inform volunteers of the nature of their appointment with respect to service credit for leave or other employee benefits. To fulfill this requirement, we recommend that the written communication of your choosing contain language such as:

“Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits” (for student volunteers); or

“Volunteer service is not creditable for leave or any other employee benefits” (for volunteers other than students.)

In addition to the above requirement, agencies will determine what, if any, additional information is to be documented to aid in responding to future requests for service documentation. In that regard, we recommend that the written communication also include the following information:

- a) name of agency;
- b) position title;
- c) office title and duty location; and
- d) days/hours on duty

Likewise, when a volunteer’s service is concluded, we recommend some form of written communication that include the following:

- a) inclusive dates of service;
- b) total hours or days worked; and
- c) guidance on how the agency may be contacted regarding future requests to obtain documentation of volunteer service.

4. Agency Agreements with OPM.

All previously negotiated agreements with individual agencies regarding their volunteer programs are void. These agreements are no longer necessary as agencies are responsible for determining the practice to be utilized. As such, agencies may opt to continue the practices in those agreements or change them as deemed appropriate.

5. Responsibility for Responding to requests for Service Documentation.

Agencies, not OPM nor the National Personnel Records Center, are responsible for responding to requests from former volunteers for documentation of volunteer service.

6. Official Personnel Records.

Agencies are responsible for determining the method utilized for long term filing/recordkeeping with respect to documents used to record volunteer service. Agencies *can not* use an Official Personnel Folder for this purpose. Agencies will determine their own disposition schedule with respect to these documents. Notwithstanding the filing system utilized, OPM's Governmentwide systems of records notice for OPM/GOVT-1 will continue to cover volunteer service records for purposes of the Privacy Act.

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