

# U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

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Washington, DC 20415

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## The Guide to Processing Personnel Actions

Update 52

### \*\*\* NOTICE \*\*\*

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://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. As was previously noted in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. The effective date of guidance in this document is the date shown above.

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**Distribution:** Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-31 thru 9-32	Update 42 September 7, 2003	9-31 thru 9-32	Deletes reference to service under a temporary appointment pending establishment of a register (TAPER) in Rule 5 of Table 9-F as the TAPER authority was previously abolished.
15-3 thru 15-6	Update 48 December 21, 2008	15-3 thru 15-6	<ol style="list-style-type: none"> <li>1) Adds reference to “Absent - Uniformed Service” under <i>Section 1 - Coverage</i>.</li> <li>2) Adds definition for “Absent - Uniformed Service” under <i>Section 2 – Definitions</i> and deletes reference to “LWOP-US” in this Section.</li> <li>3) Adds references under <i>Section 4 – When to Process an Action</i>.</li> <li>4) Updates Step 10 of the Job Aid “<i>Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status</i>” with added reference to reservist differential provision in 5 U.S. Code 5538.</li> </ol>
15-9 thru 15-18	Update 48 December 21, 2008	15-9 thru 15-18	<ol style="list-style-type: none"> <li>1) Deletes text in Rule 1 of Table 15-A referencing how to document LWOP-US actions and renumbers existing Rules 2 thru 28 as Rules 1 thru 27 accordingly.</li> <li>2) Updates reference in column 3 of Rule 2 in Table 15-A from “Rule 2” to “Rule 1”.</li> <li>3) Updates reference in column 2 of Rules 22 and 23 in Table 15-A from “Rules 12-22” to “Rules 11-21”.</li> <li>4) Adds Rule 28 to Table 15-A instructing how to document LWOP actions for uniformed service not subject to 38 U.S. Code 4301 et. seq.</li> <li>5) Updates reference in column 3 of Rule 29 in Table 15-A from “Rules 25-28” to “Rules 24-28”.</li> </ol>

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
15-9 thru 15-18	Update 48 December 21, 2008	15-9 thru 15-18	<p>6) Revises the translation of NOAC 473 from “LWOP-US” to “Absent - Uniformed Service” in new Rules 35 and 36 of Table 15-A instructing how to document such actions.</p> <p>7) Establishes new legal authority “QRD/5 U.S.C. 5538” to document actions subject to Rule 36 of Table 15-A.</p> <p>8) Updates reference in Note 3 of Table 15-A from “Rule 26” to “Rule 25”.</p> <p>9) Updates Note 5 of Table 15-A to reflect conditions of “Absent - Uniformed Service” actions.</p> <p>10) Adds reference to “Note 3” in last column of Rules 3, 4, and 5 of Table 15-B.</p> <p>11) Adds reference to NOAC 460 in column 2 of Rules 6 and 7 of Table 15-B.</p> <p>12) Adds new Note 3 to Table 15-B with respect to documenting actions subject to Rule 28 of Table 15-A.</p>
16-1 thru 16-10	Various	16-1 thru 16-10	<p>1) Reissues Chapter in its entirety.</p> <p>2) Adds reference to “473/Absent - Uniformed Service” under <i>Section 1 - Coverage</i>.</p> <p>3) Updates “Note” for Job Aid “<i>Effect of Nonpay Status on Service Dates</i>” such that it is consistent with comparable “Note” in Chapter 15.</p> <p>4) Deletes reference to “LWOP-US” and add reference to “Absent - Uniformed Service” in Column 2 of Rules 2 thru 4 of Table 16-A.</p> <p>5) Updates text in Column 3 of Rule 2 of Table 16-A to reference reservist differential provision.</p>

## The Guide to Processing Personnel Actions (4)

### Summary of Changes/

Remove		Insert	Explanation of Changes
Page	Identification	Page	
16-1 thru 16-10	Various	16-1 thru 16-10	6) Adds new Rule 3 to Table 16-A instructing how to document actions for individuals qualifying for reservist differential, establishes new legal authority “QRD/5 U.S.C. 5538”, and renumbers remaining Rules accordingly. 7) Updates Note 2 of Table 16-A to reflect conditions for “Absent - Uniformed Service” actions.
34-1 thru 34-2	Update 46 January 7, 2007	34-1 thru 34-2	Adds new Topic “Absent - Uniformed Service” to <i>Topic Index</i> .
34-7 thru 34-8	Update 47 December 23, 2007	34-7 thru 34-8	Adds reference to “Absent - Uniformed Service” under Topic “ <i>NonDuty Status</i> ”.
35-1 thru 35-2	Update 47 December 23, 2007	35-1 thru 35-2	Adds reference to “Absent-Uniformed Service” to <i>Glossary of Terms Used In Processing Personnel Actions</i> .
35-7 thru 35-8	Update 47 December 23, 2007	35-7 thru 35-8	Adds reference under the term “Leave Without Pay (LWOP)” noting that the specific term “LWOP-US” is no longer in use.
35-11 thru 35-12	Update 46 January 7, 2007	35-11 thru 35-12	Corrects typographical error in text for term “Seasonal Employee”.

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

<i>RULE</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					LZM	Reg. 315.707
7			Career-Conditional	501	Conv to Career-Cond Appt		

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

<i>R<sub>U</sub> 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	Person serving a term appointment under EO 12015	Is not already on your rolls	Career-Conditional	101	Career-Cond Appt	ZJM	EO 12015
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		

## 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.

## Chapter 15. Placement in Nonpay or Nonduty Status

### 1. Coverage.

This chapter covers furloughs, and extensions of furloughs, placements in leave without pay status and extensions of leave without pay, suspensions, placements of seasonal employees in nonpay and nonduty status at the end of a peak workload period, sabbaticals for employees in the Senior Executive Service, >and absent-uniformed service actions (38 U.S. Code, chapter 43).<

It does not cover:

- Changes to service computation dates for leave, when time in a nonpay status exceeds six months during a calendar year. (See Chapter 6 for instructions.)
- An employee using annual or sick leave. No personnel action is required to document use of annual leave or use of sick leave.
- Recording of absence without leave, an absence for which the employee did not receive approval. A Standard Form 50, Notification of Personnel Action is not required to document absence without leave.

### 2. Definitions.

**a. Furlough** is the placement of an employee in a temporary nonpay and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.

**b. Suspension** is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry.

**c. LWOP** (leave without pay) is a temporary nonpay status and nonduty status (or absence from a prescheduled tour duty) granted at the employee's request.

**d. >Absent - Uniformed Service** employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S. Code chapter 43).<

**e. Seasonal employee** is one who works on an annual recurring basis and for less than 2,080 hours per year.

**f. Sabbatical** is an absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience.

### 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 indicates it 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 5 of the U.S. Code, “Adverse Actions”),

under agency procedures that are equivalent to 5 U.S.C. 75 (“5 U.S.C. 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 used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or 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, ask 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, that law, Executive Order, or regulation should be cited 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) 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.

(4) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) - (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.)

#### 4. When to Process an Action.

Process a personnel action for:

- Leave without pay of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
- >\_\_ Leave without pay for uniformed service that is not subject to the provisions of 38 U.S.C. 4301 et. seq.
- \_\_ Leave without pay subject to the Intergovernmental Personnel Act<
- Leave without pay, not described above, that is scheduled for more than 30 days.
- Suspension that is scheduled for one day or more.
- Furlough that is scheduled for one day or more.
- Placement in nonpay status actions for seasonal employees.
- >\_\_ Placement in Absent - Uniformed Service status
- \_\_ Sabbatical<

Use job aid, **Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status**, when documenting the actions above.



**Job Aid****Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status**

<b>STEP</b>	<b>ACTION</b>
1	Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.
2	Use job aid, <b>Effects of Nonpay Status</b> , to identify actions necessary when an employee is placed in a nonpay status.
3	Use Table 15-A to select the nature of action and authority. Put them in blocks 5A-F of the Standard Form 52.
4	Use Table 15-B to select remarks/remarks codes required by the Office of Personnel Management for the action. Enter them in Part F of the Standard Form 52.  Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
5	Complete the Standard Form 52 as required by instructions in Chapter 4 of this <b>Guide</b> .  When a suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "suspension to be imposed on Monday - Wednesday of each week for a total of 45 days."
6	Follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.
7	Follow instructions in Chapter 4 of this <b>Guide</b> to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

## Job Aid

### Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status, continued

STEP	ACTION
8	<p>Enter or update not-to-exceed date of action in any tickler system your agency uses.</p> <p>Use job aid, <b>Effects of Nonpay Status</b>, to identify any changes (for example, within-grade increase eligibility date) that will change as a result of the employee's nonpay status and make the necessary changes in your tickler system.</p>
9	<p>Check <a href="#">The Guide to Personnel Recordkeeping</a> to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.</p>
10	<p>Issue any notices required for the action, including the following if appropriate:</p> <p>—When the employee will be in nonpay status for more than 7 consecutive days, give the employee a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual's records are maintained.</p> <p>&gt;—When an employee enters active duty with the Armed Forces or another uniformed service:</p> <ul style="list-style-type: none"> <li>- provide the employee with information about any applicable restoration rights after service is completed and explain those rights or refer the employee to a specialist who can explain them. (See Uniformed Services Employment and Reemployment Rights Act (USERRA), as codified in 38 U.S. Code chapter 43 and regulated in 5 CFR part 353.)</li> <li>- if applicable, ask the employee to state in writing whether unused annual leave should be paid in a lump sum or held until employee returns. See 5 U.S. Code 5552 and 5 CFR 550.1203(c).</li> <li>- if the employee is a member of the Reserve or National Guard who is called to active duty, work with the employee to determine if he or she is covered by the reservist differential provision in 5 U.S. Code 5538 and, if he or she is covered, provide information about the program.&lt;</li> </ul>
11	<p>Follow your agency's instructions to distribute documentation of the personnel action.</p>

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 1 <	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
> 2 <		The furlough is more than 30 calendar days and not covered under Rule >1<			PNM	Reg. 351.603		
> 3 <		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
> 4 <		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
> 5 <		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 6 <	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
> 7 <		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
> 8 <		Is for 30 calendar days (or 22 workdays a year) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
> 9 <		Is for 30 calendar days (or 22 workdays a year) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
> 10 <		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 11 <	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. chapter 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
> 12 <		Suspension is effected under agency procedures equivalent to those required under 5 U.S.C. chapter 75			VHJ	5 U.S.C. 75 Eq		
> 13 <		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)		
> 14 <	Suspension that is directed by the Merit Systems Protection Board (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAA	5 U.S.C. 1204		
> 15 <		Is for more than 14 calendar days			VAB	5 U.S.C. 1204-MFD (see Note 2 of this table)		
> 16 <	Suspension that is taken in the interest of national security (see Note 1 of this table)	Is for 14 calendar days or less			V4J and ZEM	5 U.S.C. 7352 and E.O. 10450		
> 17 <		Is for more than 14 calendar days			VAV and ZEM	5 U.S.C. 7532-MFD and E.O. 10450 (see Note 2 of this table)		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 18 <	Suspension that is effected under 5 U.S.C. chapter 75, i.e., under civil service adverse action procedures (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAC	5 U.S.C. 7502	S49	Reason for suspension: (state reason)
> 19 <		Is for more than 14 calendar days			VWJ	5 U.S.C. 7512		
> 20 <	Suspension that is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C. chapter 75 (see Note 1 of this table)	Is for 14 calendar days or less			VAD and USP	5 U.S.C. 7502 Eq and (cite agency authority for suspension for 1-14 calendar days)		
> 21 <		Is for more than 14 calendar days			VAE and USR	5 U.S.C. 7512 Eq and (cite agency authority for suspension for more than 14 calendar days)		
> 22 <		Is for 14 calendar days or less			USP	(cite agency authority for suspension for 1-14 calendar days)		
> 23 <	Suspension that is effected under an agency authority that is not described in rules >11-21< (See Note 1 of this Table)	Is for more than 14 calendar days			USR	(cite agency authority for suspension for more than 14 calendar days)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 24 <	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
> 25 <		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3 of this table)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81
> 26 <		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 27 <	Leave without pay (LWOP)	LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position	460	LWOP NTE (date)	DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
28					>Documents the beginning of LWOP to perform duty with the uniformed services when the employee <i>does not</i> have restoration rights under 38 U.S.C. 4301 et. seq. (i.e., rules 35 or 36 of this table are not applicable)	DAM	Reg. 630.101<	
29					LWOP, that is not covered by Rules >24-28,< is scheduled to exceed 30 calendar days			



**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>		
30	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104				
31					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)				
32	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)				
33	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)			M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
34	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340			M71	Reason for placement in nonpay status: (state reason)

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
> 35	To document the beginning of an employee's absence (whether in pay or nonpay status) to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service is not qualifying for reservist differential provision in 5 U.S.C. 5538	473	Absent – Uniformed Service (See note below 5 below)	Q3K	5 CFR part 353		
36		Service is qualifying for reservist differential provision in 5 U.S.C. 5538 (i.e., service is qualifying regardless of whether differential is actually payable)			Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538<		

## NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."
2. The legal authority suffix "MFD" means more than 14 days."
3. Rule >25< only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.
4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.
5. Periods of >Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing.<

**Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status**

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (See Note 1 of this table)
3	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. >(See Note 3 of this table)<
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. >(See Note 3 of this table)<

**Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>Then Required code is</i>	<i>And Remark is</i>
5	Nature of action code is 430, 450, 452, 460 471, or 472	Has Federal Employees Health Benefits Program coverage	B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (See Notes 2 >and 3< of this table)
6	Nature of action code is 473 >or is 460 when rule 28 of Table 15-A is applicable<	Has Federal Employees Health Benefits Program coverage	B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.
7		Has Federal Employees Group Life Insurance coverage	B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure/life">http://www.opm.gov/insure/life</a> for detailed information.

## NOTES:

1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation.
- >3. Do not use this remark when rule 28 of Table 15-A is applicable.<

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## Chapter 16. Return to Duty from Nonpay Status (Natures of Action 280 and 292)

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## Chapter 16. Return to Duty from Nonpay Status

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### 1. Coverage.

a. This chapter covers actions that bring an employee back to pay status and duty after a 460/LWOP, >473/Absent - Uniformed Service,< 430/Placement in Nonpay Status, 472/Furlough NTE, or a Suspension Action.

b. This chapter does not cover return to duty from:

(1) a brief period of leave without pay for which no Standard Form 50, Notification of Personnel Action, was processed; a Standard Form 50 for a return to duty is not needed in these cases.

(2) Other paid leave, such as annual leave granted for a vacation or sick leave. A Standard Form 50 is not issued for these purposes.

(3) Discontinuous furlough or discontinuous suspension; a Standard Form 50 for return to duty is not needed in these cases.

### 2. When to Process a Return to Duty.

You must process a return to duty action whenever an employee returns from a nonpay status that was documented by a Standard Form 50, except as noted in 1b(3) above. If an employee is approved leave through the Leave Transfer Program (5 CFR 630.901) while on leave without pay that was documented by a Standard Form 50, a return to duty action must be processed prior to placing that person on paid leave.

### 3. Instructions.

a. Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.

b. Use job aid, **Effect of Nonpay Status on Service Dates**, to decide if service dates will change due to the length of time the employee was in nonpay status. If the service computation date for leave accrual (SCD-leave) will change, compute the new one and enter it in item 31 of the Standard Form 52 and in any suspense date system your agency maintains.

c. Follow instructions in [The Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices](#) to take action on health benefits by which the employee was covered before the period of time in nonpay status began. Follow instructions in [The Federal Employees' Group Life Insurance - Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to take action if employee had life insurance coverage.

d. Use Table 16-A to select nature of action and authority for the action, and put them in blocks 5A-F of the Standard Form 52. 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.

**e.** Use Table 16-B to select the remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

**f.** If another action is effective on the same date as the return to duty, use the chapter that covers the second action to select the nature of action, authority and remarks for the second action. Document them in blocks 6A-F and Part F of the return to duty action or on a separate action. If both actions are documented on the same Standard Form 50, show in blocks 15-22 the position and pay to which the second action moves the employee.

**g.** Complete Standard Form 52 as required by instructions in Chapter 4. Follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.

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

**i.** Update any suspense dates in any reminder system your agency uses. These dates may include:

- ending date for trial or probationary period;
- date for change in tenure action; or
- date eligible for within-grade increase.

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

**k.** Prepare and distribute required notices.  
- Follow your agency's instructions to distribute documentation of the personnel action.



**Job Aid****Effect of Nonpay Status on Service Dates**

Instructions: Use this table to determine whether time in nonpay status affects the employee's benefits or status. More than one rule may apply.

<i>R U L E</i>	<i>If time in nonpay status was more than (See note below)</i>	<i>Then</i>	<i>And you must</i>
1	40 hours since last within-grade increase under the Federal Wage System	Next Federal Wage System within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period, 120 hours for the step 3 waiting period, and 160 hours for the steps 4 and 5 waiting periods.
2	80 hours since last General Schedule within-grade increase	next General Schedule within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 80 hours for the steps 2, 3, and 4 waiting periods, in excess of 160 hours for the steps 5, 6, and 7 waiting periods, and in excess of 240 hours for the steps 8, 9, and 10 waiting periods.
3	22 workdays since initial probationary period began	Probationary/trial period completion (ending) date may be adjusted	Extend the completion date by the number of workdays in nonpay status in excess of 22.
4	22 workdays since supervisory/managerial probationary period began		
5	22 workdays since term appointment trial period began		
6	30 calendar days during the period of nonpay that ends with the return to duty or Placement in Pay Status action you are processing	Career tenure due date must be adjusted	Compute a new date for completion of service for career tenure. Extend the completion date by the number of calendar days in nonpay status in excess of 30 for each period of absence.
7	6 months total in the calendar year	Service computation dates for leave accrual and reduction in force must be adjusted	Add to employee's current service computation date the amount of nonpay time in excess of 6 months in one calendar year. See Chapter 6 of this <b>Guide</b> .

NOTE: If absence is to perform duty with the uniformed services >and employee exercises restoration rights,< or because of compensable injury, there is no penalty for the nonpay status—time is credited for length of service purposes just as though the employee had remained in pay and duty status.

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Table 16-A. Documenting Return to Duty Actions

<i>R U L E</i>	<i>see Note 1 If return to duty is from</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority code is</i>	<i>Authority is</i>	
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR part 340	
2	>Absent - Uniformed Service< (see Note 2)	Employee is exercising restoration rights after serving on duty with the uniformed services >and such service <i>is not</i> qualifying for reservist differential (5 U.S.C. 5538)<	292	RTD	Q3K	5 CFR part 353	
3		>Employee is exercising restoration rights after serving on duty with the uniformed services and such service <i>is</i> qualifying for reservist differential regardless of whether differential is actually payable ( 5 U.S.C. 5538)			Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538<	
>4<		Return is directed by the Merit Systems Protection Board after employee serves on duty with the uniformed services			ALM	MSPB Directive-US	
>5<		Furlough			Employee is recalled to work after reduction in force furlough	PSM	Reg. 351.604(d)
>6<		Employee was furloughed for less than 30 days under circumstances not described in Rule 4			CGM	5 U.S.C. 552a(e)(5)	
>7<	Suspension						
>8<	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning			NYM	Reg. 334.101	
>9<		Leave without pay was granted because of an on-the-job injury			Q3K	5 CFR part 353	
>10<		Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury			AQM	MSPB Directive-Inj	
>11<		Leave without pay was granted for other reasons not covered in Rules 7-9			DAM	Reg. 630.101	

## Notes:

1. Column A reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this **Guide** for information on those natures of action.
2. Periods of >Absent - Uniformed Service may include periods of paid leave or other paid time off< without any additional personnel action processing.

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Table 16-B. Remarks

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
1	Service computation date for leave accrual is adjusted due to nonpay time which is not creditable	All the nonpay time has been recorded on a Standard Form 50	B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year)
2		All of the nonpay time has not been recorded on a Standard Form 50	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours
3	Due date for within grade increase is adjusted due to nonpay time which is not creditable		P12	Eligibility date for WGI adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date)
4	Probationary (or trial) period is extended due to nonpay time which is not creditable		E05	Date for completion of probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New estimated completion date is (date)
5	Waiting period for career tenure is extended due to nonpay time which is not creditable		T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New estimated conversion date is (date).
6	Employee received injury compensation during the nonpay time		G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
7	Employee is being returned to duty under 5 CFR part 353 after absence due to compensable injury or duty with the uniformed services	Position and pay reflect actions effective during the period of absence	P20	Position and pay reflect the following actions effective during employee's absence: (list actions). (see example at the end of this table)

Table 16-B. Remarks (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
8	Employee is on grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
9	Employee's pay or step changed during period of nonpay	New pay or step were not recorded on a previous personnel action	P09	Pay or step adjusted (date) by (authority).

Example: "Position and pay reflect the following actions effective during employee's absence: 702/Promotion, 11-20-94 to GS-202-7/1 @ \$22,717pa."

TOPIC

REFERENCE

## Chapter 34. Topic Index

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

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## Chapter 35. Glossary of Terms Used in Processing Personnel Actions

(Citations in parentheses refer to laws, regulations, or publications where more information can be found.)

**ABANDONMENT OF POSITION**—When an employee fails to report for duty and does not submit a resignation.

**ABSENCE WITHOUT LEAVE (AWOL)**—Absence without prior approval, a nonpay status resulting from an Agency determination that it will not grant any type of leave (not even leave without pay) for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

**>ABSENT - UNIFORMED SERVICE**—Employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S.C. chapter 43).<

**ACCESSION**—A personnel action that results in the addition of an employee to the rolls (staff) of an agency. (See **APPOINTMENT**)

**ACTIVE DUTY OR ACTIVE MILITARY DUTY** (Creditable Service for Leave Accrual and Reduction in Force Purposes Only)—Means full-time duty with military pay and allowances in the Armed Forces. Active duty does include “annual” active duty for training, but excludes weekend Reserve meetings.

**ADJUSTED BASIC PAY** is the rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531, subpart F, and any special rate supplement under 5 CFR part 530, subpart C.

**ADVERSE ACTION**—A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part

752)

**AGENCY [as used in this Guide]**—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 service. 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 organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

**ANNUITANT**—[As used in this Guide] a person who receives an annuity.

**ANNUITY**—The annual sum payable to a former employee who has retired.

**APPLICANT**—A person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

**APPLICATION FORMS**—Forms and resumes that show an applicant's qualifications for employment in a Federal position.

**APPOINTEE**—A person being hired for a position in an agency.

**APPOINTING OFFICER**—A person having power by law, or by duly delegated authority, to make appointments.

**APPOINTMENT**—Any personnel action that brings an individual onto the rolls (staff) of an agency. (See **ACCESSION**.)

**ARMED FORCES**—*The Army, Navy, Air Force, Marine Corps and Coast Guard.*

**AUO** —(Administratively Uncontrolled Overtime) is an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that required on an irregular basis. (5 CFR 550.151)

**AUTHORITY SUFFIX**—See LEGAL AUTHORITY SUFFIX

**AVAILABILITY PAY**—A special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of uncheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

**BREAK IN SERVICE**—The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and reduction in force retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)

**“CA” APPOINTMENTS**—Canal Area appointments that are made under the Panama Canal Employment System. (35 CFR part 253)

**CAO (CHANGE OF APPOINTING OFFICE)**—Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. Prior to 1/1/82, such moves were sometimes identified on personnel actions with the abbreviation “CAO” following the nature of action.

**CAREER APPOINTMENT**—Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he or she is hired from a civil service register. (See “SUBSTANTIALLY CONTINUOUS SERVICE” and “CREDITABLE SERVICE.”) (5 CFR part 315)

**CERTIFICATE**—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. (5 CFR part 332)

**CERTIFICATION**—The process by which the

OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

**CHANGE TO LOWER GRADE** (also called “Demotion” and “Reduction in Grade”)—Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

**CIVILIAN POSITION**—A civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

**CIVILIAN RETIREE**—A person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (FICA) is not a retirement system for purposes of this definition.

**CIVIL SERVICE RETIREE**—A person retired under the Civil Service Retirement System (CSRS).

**CLASS OR CLASS OF POSITIONS**—All positions that are sufficiently similar in (1) kind or subject matter of work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration. (5 U.S.C. chapter 51)

**CLASSIFY**—To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

**COMMISSION (Abbreviated as CSC)**—The U.S. Civil Service Commission – now the U.S. Office of Personnel Management.

**COMPENSATION**—money paid by the Department of Veterans Affairs for service-connected disability of 10 percent or more.

**LEAVE, MILITARY**—Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty. (Military Leave is not available for inactive duty or drills.)

**LEAVE, SICK**—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal Government earn sick leave at the rate of 13 working days a year. (5 U.S.C. 6307 and 5 CFR part 630, subpart D)

**LEAVE WITH PAY (LWP)**—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

**LEAVE WITHOUT PAY (LWOP)**—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services. >[The specific term LWOP-US was deleted from this Guide in Update 52, dated March 28, 2010.]<

**LEGAL AUTHORITY SUFFIX**—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

**CAA** = Action proposed under civil service adverse action procedures

**CLG** = Change to Lower Grade

**Comp** = Competitive

**Decl** = Declined

**Disp** = Displacement

**EAA** = Action proposed under agency procedures which are equivalent to civil service adverse action procedures

**Eq** = Equivalent

**Exc** = Excepted Service

**Inj** = Injury

**Mil** = Military

**Mix** = For mixed reasons, (for both conduct and performance reasons)

**MFD** = More than 14 days

**NARS** = No Appeal Rights

**Nonsupv** = Nonsupervisory

**Nondisp** = Nondisciplinary

**OAA** = Action proposed under other adverse action procedures

**OTD** = Over 30 days

**Perf** = Performance

**Preappt** = Preappointment

**Prom** = Promotion

**Prob** = Probationary

**Reas** = Reassignment

**Recert** = Recertification

**Reclass** = Reclassification

**Relo** = Relocation

**RIF** = Reduction in force

**T/F** = Transfer of Function

**WTO** = Worker Trainee Opportunity Program

**LIFE INSURANCE**—The group life, death and accidental dismemberment insurance available to Federal employees. (5 U.S.C. chapter 87 and 5 CFR parts 870-874)

**LOCALITY PAYMENT** means a locality-based comparability payment under 5 U.S.C. 5304 or equivalent payment under another authority.

**LOCALITY-BASED COMPARABILITY**

**PAYMENT** means a payment under 5 U.S.C. 5304. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

**LWOP**—See LEAVE WITHOUT PAY.

**LWP**—See LEAVE WITH PAY.

**MASS TRANSFER**—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) 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.)

**MERGED RECORDS PERSONNEL FOLDER (MRPF)**, Standard Form 66-C is a file containing

personnel records established both within and outside the scope of OPM's recordkeeping authority.

**MERIT PAY SYSTEM**—The pay system established, under 5 U.S.C. chapter 54, for General Schedule employees in grades 13 through 15 who were in supervisory, managerial, or management official positions. The Merit Pay System was replaced by the Performance Management and Recognition System, which was terminated on 11-01-93.

**MERIT PROMOTION PROGRAM**—See MERIT STAFFING PROGRAM.

**MERIT STAFFING PROGRAM**—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (5 CFR part 335)

**MILITARY RETIREE**—A person who has retired from the Army, Navy, Air Force, Marine Corps, or Coast Guard.

**MSPB**—Merit Systems Protection Board.

**MOBILIZATION**—Readiness provisions for operating the Federal Personnel System in time of national emergency. (5 CFR part 230, subpart D)

**NATURE OF ACTION**—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a

personnel action is documented by a Standard Form 50, Notification of Personnel Action.

**NONAPPROPRIATED FUNDS**

**INSTRUMENTALITY (NAFI)** means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees. (5 U.S.C. 2105(c))

**NONCOMPETITIVE ACTION** means a promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service. (5 CFR 210.102)

**OCCUPATIONAL CODE**—See definition of series.

**OFFICIAL PERSONNEL FOLDER (OPF) [INCLUSIVE OF AN APPROVED ELECTRONIC EQUIVALENT OF THE SAME (i.e., eOPF)]** - Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

**ON-CALL EMPLOYEE**—one who worked when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year. [On-call employment was deleted from this Guide in Update 15, 3/15/95.]

**OPM**—The Office of Personnel Management.

**OPERATING MANUALS**—OPM issuances that contain procedural guidance applicable to all agencies.

**PART-TIME SERVICE or PART-TIME EMPLOYMENT**—Employment on less than a full-time basis under a prescheduled regular tour of duty.

**PART-TIME WORK SCHEDULE**—A schedule that requires an employee to work less than full-time, but

**REALIGNMENT**—The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

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

**RECRUITMENT BONUS**—A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753) [The term "Recruitment Bonus" was deleted from this guide in Update 45, dated August 6, 2006.]

**RECRUITMENT INCENTIVES** — are payments made to newly-appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

**RELOCATION INCENTIVES** —are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is likely to difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

**RETENTION INCENTIVES** —are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)

**REDUCTION IN FORCE (RIF)**—Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. (5 U.S.C. chapter 35, subchapter I, and 5 CFR part 351)

**REDUCTION IN GRADE**, See CHANGE TO LOWER GRADE

**REEMPLOYED ANNUITANT**—A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

**REEMPLOYMENT PRIORITY LIST**—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

**REEMPLOYMENT RIGHTS**—The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (5 CFR part 352)

**REGISTER**—A list of qualified applicants compiled in order of relative standing for certification.

**REINSTATEMENT**—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

**RELOCATION BONUS**—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753) [The term "Relocation Bonus" was deleted from this guide in Update 45, dated August 6, 2006.]

**REMOVAL**—A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

**RESERVIST**—A member of the Army, Navy, Air Force, Marine Corps or Coast Guard reserves.

**RESIGNATION**—A *separation action initiated by the employee to leave Federal civil service.*

**RESIGNATION-ILIA**—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of "involuntary separation" in [Chapter 44 of The](#)

[CSRS and FERS Handbook.](#)

**RESTORATION RIGHTS**—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his or her position after recovery from compensable injury. (5 CFR part 353)

**RETAINED RATE**—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his or her rate of basic pay reduced.

**RETENTION ALLOWANCE** is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754) [The term "Retention Allowance" was deleted from this guide in Update 45, dated August 6, 2006.]

**RETENTION PREFERENCE**—The relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being separated or furloughed. (5 CFR part 351)

**RETENTION REGISTER**—A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction in force to determine which employees are retained and which are separated or moved to other positions. (5 CFR part 351)

**RETIREMENT**—Separation from the service when employee is eligible to obtain an immediate annuity.

**RETIREMENT, DEFERRED**—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the Civil Service Retirement System and then left Federal service or moved to a position not under the retirement system. An employee covered by the Federal Employees Retirement System who separates after completing 10 years of service can also receive a deferred retirement upon reaching the Federal Employees Retirement System "Minimum Retirement Age" (55 to 57, depending on birth date). ([The CSRS and FERS Handbook](#))

**RETIREMENT, DISCONTINUED SERVICE**—Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service. ([The CSRS and FERS Handbook](#))

**RETIREMENT, OPTIONAL** means voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under the Civil Service Retirement System (CSRS), an employee qualifies at age 55 with 30 years of creditable service; under the Federal Employees Retirement System (FERS), an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. ([The CSRS and FERS Handbook](#))

**RETURN TO DUTY**—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

**SABBATICAL**—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

**SEASONAL EMPLOYEE**—An employee who works on an annual recurring basis for periods of less than 12 months (>2080< hours) each year.

**SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS** are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially