

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

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Washington, DC 20415

September 12, 2010

## The Guide to Processing Personnel Actions

Update 53

### \*\*\* 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. 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.

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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                   |                                                                                                                                                                                                                                                                                                                                                          |
| 1-5<br>thru<br>1-8     | Update 47<br>December 27,<br>2007 | 1-5<br>thru<br>1-8     | Updates references to OPM offices throughout Chapter 1.                                                                                                                                                                                                                                                                                                  |
| 3-13<br>thru<br>3-18   | Various                           | 3-13<br>thru<br>3-18   | Updates references to OPM offices throughout Chapter 3.                                                                                                                                                                                                                                                                                                  |
| 4-3<br>thru<br>4-4     | Update 47<br>December 27,<br>2007 | 4-3<br>thru<br>4-4     | Adds reference to web link for SF-50.                                                                                                                                                                                                                                                                                                                    |
| 4-7<br>thru<br>4-8     | Update 47<br>December 27,<br>2007 | 4-7<br>thru<br>4-8     | Updates reference to OPM office.                                                                                                                                                                                                                                                                                                                         |
| 4-23<br>thru<br>4-24   | Update 45<br>August 6, 2006       | 4-23<br>thru<br>4-24   | Deletes reference to retention allowance in instructions for Block 12 under “How to Complete” as term is obsolete.                                                                                                                                                                                                                                       |
| 4-27<br>thru<br>4-28   | Update 45<br>August 6, 2006       | 4-27<br>thru<br>4-28   | Deletes reference to retention allowance in instructions for Block 12 under “How to Complete” section as term is obsolete.                                                                                                                                                                                                                               |
| 10-17<br>thru<br>10-18 | Update 45<br>August 6, 2006       | 10-17<br>thru<br>10-18 | Effective retroactive to August 25, 2006, deletes Rules 21 thru 26 in Table 10-B.                                                                                                                                                                                                                                                                        |
| 14-13                  | Update 48<br>December 21,<br>2008 | 14-13<br>thru<br>14-14 | <ol style="list-style-type: none"> <li>1) Deletes information in column 3, Rule 1 of Table 14-A as this information is reflected in column 4.</li> <li>2) Updates Rules 2, 4, 5, and 7 in Table 14-A to include instructions on assigning 9xx codes for details.</li> <li>3) Insert new Page 14-14 and adds new Note 4 regarding 9xx details.</li> </ol> |

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

| Remove                 |                                   | Insert                 | Explanation of Changes                                                                                |
|------------------------|-----------------------------------|------------------------|-------------------------------------------------------------------------------------------------------|
| Page                   | Identification                    | Page                   |                                                                                                       |
| 14-17<br>thru<br>14-18 | Update 48<br>December 21,<br>2008 | 14-17<br>thru<br>14-18 | Effective immediately, inserts cell border line in column 8 separating Rules 15 and 16 in Table 14-B. |
| 26-7                   | Update 27<br>August 21, 2008      | 26-7                   | Effective immediately, reformats cells and border lines in Table 26.                                  |
| 32-21<br>thru<br>32-22 | Update 50<br>June 7, 2009         | 32-21<br>thru<br>32-22 | Effective immediately, inserts cell border line between Rules 17 and 18 in Table 32-F.                |
| 35-1<br>thru<br>35-2   | Update 52<br>March 28, 2010       | 35-1<br>thru<br>35-2   | Modifies definition of absence without leave (AWOL).                                                  |

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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 Central Personnel Data File 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 the Central Personnel Data File. 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 the Central Personnel Data File *or* when the authority is to be cited as the *second* one on an action that is reported to the Central Personnel Data File.

(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 the Central Personnel Data File, 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 the Central Personnel Data File. 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 the Central Personnel Data File 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 Central Personnel Data File accurately and on a timely basis; the operating manual, [The Guide to CPDF 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.<



**2-11. Questions Regarding Unusual Cases.**

An agency's Human Resources Office may refer questions regarding the manner in which personnel actions should be processed to implement decisions to the >Manager, Records Management, Office of the Chief

Information Officer by fax at 202-606-1719.< Refer questions regarding legal issues that must be resolved before actions to implement a decision can be processed to the Office of Personnel Management's General Counsel for resolution.

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## Subchapter 3. Electronic Forms and Signatures

### 3-1. Approvals to Use Electronic Personnel Forms

**a. Definitions.** An “electronic form” is an officially prescribed set of data residing in an electronic medium that can be used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed form or be purely prescribed fields for collecting the data that can be integrated, managed, processed, and/or transmitted through an organization’s information processing systems.

(1) “Form” and “electronic personnel form” mean only personnel-related forms.

(2) “Electronic form” includes both forms that are part of an automated transaction and forms where the image/data elements reside on a computer.

**b. Using automated technology to create an electronic personnel form.**

Pursuant to Title 41, Code of Federal Regulations, Part 102-194, the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management *provided* the electronic reproduction is complete (contains all instructions and questions); the wording and punctuation of all items, instructions, and identifying information match the current official form; and the sequence and format for each item on the form must be reproduced to the highest degree possible. Additions or deletions of data from the

current form require prior approval. Send requests for approval through your agency’s Standard and Optional Forms Liaison to:

**>Manager, Records Management  
Office of the Chief Information  
Officer  
U.S. Office of Personnel Management  
1900 E Street, N.W.  
Washington, DC 20415-7900<**

The Office of Personnel Management’s >Manager, Records Management, Office of the Chief Information Officer< is the program official responsible for:

- Standard Form 50, Notification of Personnel Action;
- Standard Form 52, Request for Personnel Action;
- Standard Form 61, Oath of Office;
- Standard Form 75, Request for Preliminary Employment Data; and
- Standard Form 144, Statement of Prior Federal Service.

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

**c. Approval to use electronic forms** does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of

the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1; or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

**>Manager, Records Management  
Office of the Chief Information Officer  
U.S. Office of Personnel Management<  
1900 E Street, NW.  
Washington, DC 20415-6000.**

### 3-2. Criteria for Use of Electronic Forms.

**a.** An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard, or agency form.

**(1)** The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as the current version of the form, and the

sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.

**(2)** The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:

**(a)** an employee requests a copy of one or more records in his or her Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder; or

**(b)** an employee separates from Federal service or moves to an agency that does not use electronic forms; or

**(c)** the Office of Personnel Management requests a copy for evaluation or other purposes.

**(3)** Electronic versions of Office of Personnel Management-controlled forms (for example, the Standard Form 50 and Standard Form 52) must use only the data element coding contained in [The Guide to Personnel Data Standards](#).

**b.** There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.

**c.** The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.

**d.** Since automated media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of

Personnel Management recommends that a back-up file be in a separate computer environment from the primary system — off-site if appropriate.

e. The system must be able to amend, delete, or add forms, and to add data to individual forms when required to respond to a Privacy Act amendment request or to comply with a settlement agreement or court order.

f. In addition to being able to produce paper copies of individual forms upon request (see paragraph 3-2a(2)), an agency must be able to list each existing, electronically-prepared Standard Form 52 and Standard Form 50, by data subject, for at least two years after the date that the electronic form was executed.

g. The agency must retain all original signed designation of beneficiary *paper* forms for the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Federal Employee's Group Life Insurance (FEGLI) program. (Under current procedures, only the signed originals are acceptable when a claim is filed.)

### 3-3. Authentication Procedures.

a. Electronic authentication codes must be unique to the individual and defined only for those whose positions authorize and require them to initiate, sign or clear a personnel action.

b. When a person leaves a position for which an authorization code has been issued, the authorization must be cancelled immediately.

c. For each form that was cleared or signed electronically, there must be an audit trail to show *when* and *who*:

- (1) signed/approved,
- (2) cleared,
- (3) input data to, and/or

(4) changed data on the form.

d. A complete list of authentication codes and the names and titles of the individuals to whom they have been assigned must be available to Office of Personnel Management evaluators for at least two years after the date of a personnel action. The list must include names, titles, and codes designating persons for whom authorizations have been cancelled, as well as current authorizations.

e. The individual with delegated appointing authority remains the responsible official for insuring that authentication procedures and the personnel actions to which they lead are proper and meet the requirements in law.

### 3-4. Electronic Signatures.

a. A personnel action is the official record of employment and authorization of pay to the employee. The action must be approved on or before its effective date; the approval may be documented by a “signature” in either Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. Because effective dates and approvals of personnel actions must be able to withstand administrative and legal challenge, any electronic approval signature system used in Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50 ***must be approved by the Office of Personnel Management.***

b. To be approved, an electronic signature system must include the following features:

(1) The electronic signal or symbol adopted as the approving official's signature must be unique to the signer, that is, it must be initiated by methods that distinguish the specific approving official, and it must be under his or her sole control.

(2) The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date (block 49 of the Standard Form 50, Notification of Personnel Action). The date in block 49 *must* satisfy the requirements for completing block 49 as addressed in the *Job Aid* in Chapter 4 entitled “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.” Control procedures must be in place to insure the authenticity of data on the form, including the electronic signature. Such controls must provide reasonable assurance that deliberate or inadvertent manipulation, modification, or loss of data on the electronically stored form is detected. (For additional information, see National Institute of Standards and Technology (NIST) Special Publication 800-38B; NIST Special Publication 800-38C; NIST Special Publication 800-38D; and Federal Information Processing Standard (FIPS) 186-2, Digital Signature Standard at

<http://csrc.nist.gov/publications>).

(3) If the electronic signature does not get transmitted when a paper document is generated for the employee or the OPF, the

approving official’s name and title (name only if Part C-2), preceded by “Electronically Signed by:” must be printed on the paper document (e.g., block 50 of the SF 50 reads: Electronically Signed by: Hattie Belle-Callis, Director, Human Resources Management). If the approving official’s first and last name will not fit in the space allotted for such, show the first initial followed by the last name (e.g., Electronically Signed by: H. Belle-Callis, Director, Human Resources Management).

c. Requests for prior approval to use an electronic signature, in lieu of a personally signed paper Standard Form 50, Notification of Personnel Action, or Standard Form 52, Request for Personnel Action, must be submitted to:

**>Manager, Records Management  
Office of the Chief Information Officer  
U.S. Office of Personnel Management<  
1900 E Street, N.W.  
Washington, DC 20415-6000**

## Chapter 4. Requesting and Documenting Personnel Actions

### 1. Coverage.

This chapter explains how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action.

### 2. Standard Form 52, Request for Personnel Action.

The Standard Form 52 is a single sheet version of the form that is used when the request will be hand-written or typed. The Standard Form 52-B is a continuous pin feed version on which data can be computer-printed and is used when the request is prepared directly from the agency's personnel data system. As used in this **Guide**, "Standard Form 52" means both the Standard Form 52 and the Standard Form 52-B. A sample of the Standard Form 52 is reproduced on page 4-11 of this Chapter.

#### a. How the form is used.

(1) Supervisors and managers use the form to request

- position actions, such as the establishment of a new position or the reclassification of an existing position;
- employee actions, such as the appointment of an employee or the promotion of an employee; and
- actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the Notification of Personnel Action.

### b. How to complete the Standard Form 52.

Follow the instructions in job aid **Instructions for Completing the Standard form 50 and For Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, when completing the Standard Form 52. Also use job aid, **Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52**, for completing those parts of the Standard Form 52 which contain data that is not recorded on the Standard Form 50.

### 3. Standard Form 50, Notification of Personnel Action.

The Standard Form 50 is used to document employment events. It is available in several versions. As used in this **Guide**, "Standard Form 50" means any version of the form. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the 5-part Standard Form 50 and

Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. >To view the SF-50, go to <http://www.opm.gov/forms/>.<

**a. Use of the Standard Form 50.** A Standard Form 50 is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is *not* authorized for long-term Official Personnel Folder retention:

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.

All other actions in this **Guide** are to be documented for long-term retention in the Official Personnel Folder. The Official

Personnel Folder documentation should be either:

- (1) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section 5),
- (3) a list form of notice (see section 6), or
- (4) one of the alternative forms of notice described for pay adjustments in Chapter 17.

**b. Additional copies of Notifications of Personnel Action.** Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a "pick-up Standard Form 50" to notify an agency that you have hired one of its employees or to comply with the requirements in Figure 3-4. Both the Standard Form 50 and Standard Form 50-B are available in a version with a "utility" copy that may be used to meet any special needs your agency may have.

#### **4. Completing the Standard Form 50.**

**a. Employee Name.** (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and



the codes published in [The Guide to Personnel Data Standards](#) and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency *may not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms according to your agency’s instructions.

## 5. Exceptions to the Standard Form 50 and the Standard Form 52.

Code of Federal Regulations, Part 102-194 “Standard and Optional Forms Management Program” requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency’s Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

>MANAGER, RECORDS MANAGEMENT  
OFFICE OF THE CHIEF INFORMATION  
OFFICER  
U.S. OFFICE OF PERSONNEL  
MANAGEMENT  
1900 E STREET, N.W.  
WASHINGTON, DC 20415-7900.<

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

## 6. List Form of Notice.

**a. Use of list form.** When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

(1) the personnel action for a group of employees occurs on the same effective date; *AND*

(2) no change occurs in the type of the employee’s appointment, or in the employee’s position, grade, or pay; *AND*

(3) the same authority is used for the action taken on each employee.

**b. Actions for which a listing may be used:**

(1) Mass Transfer;

(2) 352 Termination—Appt in (agency)—*only* when separation is due to mass transfer; and

(3) **Changes.** The following actions may be documented by listings *only when the conditions in section 6a are present:*

280 Placement in Pay Status—*only for seasonal employees* when the work season *begins.*,

430 Placement in Nonpay Status—*only for seasonal employees* when the work season *ends,*

471 Furlough,

472 Furlough NTE,

760 Ext of Appt NTE,

765 Ext of Term Appt NTE,

766 Ext of O/S Ltd Appt NTE,

781 Chg in Work Schedule,

790 Realignment,

792 Chg in Duty Station,

800 Chg in Data Element, and

883 Chg in Vet Pref - RIF

**c. Format.** Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

**d. Privacy Act Requirements. (1)**

Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.

(2) To delete personal information from

the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee.

To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

**e. Distribution.** Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

**7. Notifying Employees of Personnel Actions.**

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

**a. Standard Form 50.** The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).

## 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11                            | Step or Rate | <p><b>a.</b> Leave blank on actions that grant presidential rank awards (Nature of Action 878)</p> <p><b>b.</b> Complete on:</p> <ol style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status, and</li> <li>(3) any other action that moves employee to a different grade, step or rate.</li> </ol> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>                                                                                                                                                                                           | <p>Enter step or rate for employee's current salary:</p> <p><b>a.</b> Enter "00" for:</p> <ol style="list-style-type: none"> <li>(1) employees in pay plan "GM;" and</li> <li>(2) employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade.</li> <li>(3) SES members; and</li> <li>(4) Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions.</li> </ol> <p><b>b.</b> When grade or pay retention are not involved and the employee is in the Competitive or Excepted Service, enter the appropriate step or rate within the grade or level, for example, "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</p>                                                                                                                 |
| 12                            | Total Salary | <p><b>a.</b> Leave blank on actions that grant presidential rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <ol style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status,</li> <li>(3) any other action that moves employees to a different salary,</li> <li>(4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and</li> <li>(5) any action that terminates availability pay (Nature of Action 819).</li> </ol> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p> | <p>Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, *** or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in <b>a.</b> below, this is the pay basis for the pay plan in block 8.</p> <p><b>a.</b> When employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per annum basis. To convert per hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per hour rate, divide annual rate by 2087.</p> |

Continued on next page

## 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>                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12                            | Total Salary, continued | <p><b>a.</b> Leave blank on actions that grant presidential rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations,</li> <li>(2) actions that place employee in nonpay status,</li> <li>(3) any other action that moves employees to a different salary,</li> <li>(4) any action that grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and</li> <li>(5) any action that terminates availability pay (Nature of Action 819).</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>                           | <p><b>b.</b> If employment is without pay, enter six zeros ("000000").</p> <p><b>c.</b> On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%."</p> <p><b>d.</b> On actions that terminate availability pay, enter dollar amount employee has been receiving.</p> |
| 12A                           | Basic Pay               | <p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and presidential rank awards (Natures of Action 818, 819, and 878).</p> <p><b>b.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) separations;</li> <li>(2) actions that place employee in nonpay status; and</li> <li>(3) any action that changes employee's salary, or</li> <li>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</li> </ul> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p> | <p>Enter the employee's rate of basic pay. For example, under the General Schedule pay system, enter a General Schedule base rate, a law enforcement officer special base rate, or a retained rate. Exclude allowances, adjustments, and differentials.</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18                            | Grade or Level | <p><b>a.</b> Leave blank on actions that document separation incentives and presidential rank awards (Natures of Action 825 and 878).</p> <p><b>b.</b> Leave blank on separations and actions that place employee in nonpay status.</p> <p><b>c.</b> Complete on all other actions.</p> | <p><b>a.</b> Enter "00" if employee is in the Senior Executive Service.</p> <p><b>b.</b> If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, "03," or "12." If the position has no grade or level, enter two zeros ("00").</p> <p><b>c.</b> Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p><b>d.</b> For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade he or she is retaining for pay and benefits purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19                            | Step or Rate   |                                                                                                                                                                                                                                                                                         | <p>Enter code for step or rate at which employee will be paid.</p> <p><b>a.</b> Enter "00" for:</p> <p style="padding-left: 20px;"><b>(1)</b> employees in pay plan "GM;"</p> <p style="padding-left: 20px;"><b>(2)</b> employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and</p> <p style="padding-left: 20px;"><b>(3)</b> employees whose pay plans have no steps (for example, ST, SL, and SES); and</p> <p style="padding-left: 20px;"><b>(4)</b> Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions.</p> <p><b>b.</b> When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p><b>c.</b> When grade retention is not involved and the employee is in the competitive or excepted service, enter the appropriate step or rate within the grade or level, for example "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|--------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20                            | Total Salary/Award | Complete on all actions except separations and actions that place employee in nonpay status. | <p><b>a.</b> For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, "10%"). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter "00%."</p> <p><b>b.</b> For an 819/Availability Pay action that <b>grants</b> availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that <b>terminates</b> availability pay, enter "0."</p> <p><b>c.</b> For actions other than administratively uncontrollable overtime pay, presidential rank awards, or separation incentives, enter the amount of adjusted basic pay plus any AUO, availability pay, *** or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in <b>d.</b> below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is "GS" or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p><b>d.</b> When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p><b>e.</b> When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12.</p> <p><b>f.</b> If action is a separation incentive, enter the dollar amount of the separation incentive.</p> <p><b>g.</b> If action is a presidential rank award, enter the dollar amount of the award.</p> |

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>                                               | <i>And the Person</i>                                                                                            | <i>And</i> | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i> |
|----------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------|--------------------------------|------------------------------|---------------------------------------------------------------------|
| 21                         | ***                                                                    | ***                                                                                                              | ***        | ***                                          | ***                            | ***                          | ***                                                                 |
| 22                         |                                                                        |                                                                                                                  |            |                                              |                                |                              |                                                                     |
| 23                         |                                                                        |                                                                                                                  |            |                                              |                                |                              |                                                                     |
| 24                         |                                                                        |                                                                                                                  |            |                                              |                                |                              |                                                                     |
| 25                         |                                                                        |                                                                                                                  |            |                                              |                                |                              |                                                                     |
| 26                         |                                                                        |                                                                                                                  |            |                                              |                                |                              |                                                                     |
| 27                         | Based on Postal Career<br>service or Postal Rate<br>Commission service | Is not an employee of<br>your agency                                                                             |            | 115                                          | Appt NTE (date)                | V8L                          | 39 U.S.C. 1006                                                      |
| 28                         |                                                                        | Is already employed<br>in your agency in a<br>different position or<br>under a different<br>appointing authority |            | 515                                          | Conv to Appt<br>NTE (date)     |                              |                                                                     |

**Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If Appointment is</i>                                                                                                           | <i>And the Person</i>                                                                                                                                                                                                                         | <i>And</i>                              | <i>Then Nature<br/>of Action<br/>Code is</i> | <i>Nature of Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>And Authority is (See<br/>Notes 2 &amp; 4 of this<br/>table)</i> |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------------|--------------------------------|------------------------------|---------------------------------------------------------------------|
| 29                         | Based on service with the<br>General Accounting Office                                                                             | Is not an employee of<br>your agency                                                                                                                                                                                                          |                                         | 115                                          | Appt NTE (date)                | ZQM                          | 31 U.S.C. 732(g)                                                    |
| 30                         |                                                                                                                                    | Is already employed in<br>your agency in a<br>different position or<br>under a different<br>appointing authority                                                                                                                              |                                         | 515                                          | Conv to Appt<br>NTE (date)     |                              |                                                                     |
| 31                         | Based on service with the<br>Administrative Office of<br>the U.S. Courts                                                           | Is not an employee of<br>your agency                                                                                                                                                                                                          |                                         | 115                                          | Appt NTE (date)                | ZTU                          | 28 U.S.C. 602                                                       |
| 32                         |                                                                                                                                    | Is already employed in<br>your agency in a<br>different position or<br>under a different<br>appointing authority                                                                                                                              |                                         | 515                                          | Conv to Appt<br>NTE (date)     |                              |                                                                     |
| 33                         | Under delegated authority<br>to fill a position based on<br>special needs that cannot be<br>met through some existing<br>authority | Is an agency employee's<br>relative who is being<br>hired for a period not to<br>exceed one month to<br>meet urgent needs<br>resulting from an<br>emergency posing<br>immediate threat to life<br>or property or from a<br>national emergency | Is not an<br>employee of<br>your agency | 115                                          | Appt NTE (date)                | KLM                          | Reg. 310.202                                                        |



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

| <i>R<br/>U<br/>L<br/>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)<br><br>(See Note 3 of this table) | ***                                                                                   | Document with an SF 50: Legal Auth NYM/Reg. 334.101<br><br>a) Nature of Action 730/Detail NTE(Date); or<br>b) Nature of Action 731/Ext Detail NTE (Date); or<br>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.<br><br>>a) Nature of Action 930/Detail NTE(Date); or<br>b) Nature of Action 931/Ext Detail NTE (Date); or<br>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<br>>(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)<br><br>>a) Nature of Action 930/Detail NTE(Date); or<br>b) Nature of Action 931/Ext Detail NTE (Date); or<br>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<br/>U<br/>L<br/>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)<br><br>>a) Nature of Action 930/Detail NTE(Date); or<br>b) Nature of Action 931/Ext Detail NTE (Date); or<br>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 Central Personnel Data File (CPDF) submission.
- >4. Assign the appropriate 9xx agency 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 Central Personnel Data File (CPDF) submission.<

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

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

## NOTES:

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

Table 26. Change in Tenure Group

| <i>R<br/>U<br/>L<br/>E</i> | <i>If employee's<br/>Position is in<br/>the</i> | <i>And the change results<br/>from</i>                                                       | <i>Then<br/>Nature<br/>of Action<br/>Code is</i> | <i>Nature<br/>of<br/>Action<br/>is</i> | <i>Authority<br/>Code is</i> | <i>Authority<br/>is</i> | <i>Required<br/>Remark<br/>Code is</i> | <i>Remark is</i>                                                                |     |                                                       |
|----------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------|------------------------------|-------------------------|----------------------------------------|---------------------------------------------------------------------------------|-----|-------------------------------------------------------|
| 1                          | Competitive<br>Service                          | Completion of service<br>requirement for career<br>tenure                                    | 880                                              | Chg in<br>Tenure<br>Group              | KMM                          | Reg.<br>315.202         | T07                                    | Completed service<br>requirement for career<br>tenure from (date) to<br>(date). |     |                                                       |
| 2                          |                                                 | Career employee's<br>completion of an initial<br>appointment<br>probationary period          |                                                  |                                        |                              |                         | PGM                                    | Reg.<br>351.501                                                                 | E04 | Initial probationary<br>period completed.             |
| 3                          |                                                 | Reasons other than<br>those in Rules 1 or 2                                                  |                                                  |                                        |                              |                         |                                        |                                                                                 | T29 | (Briefly state reason for<br>change in tenure group.) |
| 4                          | Excepted<br>Service                             | Completion of trial<br>period                                                                |                                                  |                                        | PKM                          | Reg.<br>351.502         | E03                                    | Trial period completed.                                                         |     |                                                       |
| 5                          |                                                 | Completion of one year<br>of continuous excepted<br>service under a<br>temporary appointment |                                                  |                                        |                              |                         | T11                                    | Completed one year of<br>current, continuous<br>service.                        |     |                                                       |
| 6                          |                                                 | Reasons other than<br>those in Rules 4 and 5                                                 |                                                  |                                        |                              |                         | T29                                    | (Briefly state reason for<br>change in tenure group.)                           |     |                                                       |

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**Table 32-F. Remarks Required on Cancellation Actions**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the personnel action<br/>being cancelled is</i>                  | <i>And the corrective<br/>action is (See Note<br/>1 of this table)</i>         | <i>And<br/>Employee is</i>            | <i>Then codes<br/>for Required<br/>Remarks Are<br/>(See Note 2<br/>of this table)</i> |             |
|----------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------|-------------|
| 1                          | Retirement for which<br>person was found to be<br>ineligible           | Retroactive<br>restoration                                                     | Entitled to<br>back pay               | C02, C27,<br>C28                                                                      |             |
| 2                          |                                                                        |                                                                                | Not entitled<br>to back pay           | C02                                                                                   |             |
| 3                          | Separation, including a<br>retirement not described<br>in Rule 1 above | Retroactive<br>restoration with<br>other disciplinary<br>action                | Entitled to<br>back pay               | C03, C27,<br>C28                                                                      |             |
| 4                          |                                                                        |                                                                                | Not entitled<br>to back pay           | C03                                                                                   |             |
| 5                          |                                                                        | Retroactive<br>restoration to<br>former grade not<br>described in Rules<br>3-4 | Entitled to<br>back pay               | C03, C27,<br>C28                                                                      |             |
| 6                          |                                                                        |                                                                                | Not entitled<br>to back pay           | C03                                                                                   |             |
| 7                          |                                                                        | Retroactive<br>restoration at a<br>lower grade                                 | Entitled to<br>back pay               | C07, C27,<br>C28                                                                      |             |
| 8                          |                                                                        |                                                                                | Not entitled<br>to back pay           | C07                                                                                   |             |
| 9                          |                                                                        | Resignation                                                                    |                                       | C14                                                                                   |             |
| 10                         |                                                                        | Change to lower grade                                                          | Retroactive change<br>to former grade | Entitled to<br>back pay                                                               | C06 and C27 |
| 11                         |                                                                        |                                                                                |                                       | Not entitled<br>to back pay                                                           | C06         |
| 12                         | Retroactive change<br>to intermediate<br>grade                         |                                                                                | Entitled to<br>back pay               | C04 and C27                                                                           |             |
| 13                         |                                                                        |                                                                                | Not entitled<br>to back pay           | C04                                                                                   |             |

**Table 32-F. Remarks Required on Cancellation Actions (Continued)**

| <i>R<br/>U<br/>L<br/>E</i> | <i>If the personnel action<br/>being cancelled is</i>                                                                                                           | <i>And the corrective<br/>action is (See Note<br/>1 of this table)</i>                            | <i>And<br/>Employee is</i> | <i>Then codes<br/>for Required<br/>Remarks Are<br/>(See Note 2<br/>of this table)</i> |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------|
| 14                         | Suspension or furlough                                                                                                                                          | A shorter period of suspension or furlough                                                        | Entitled to back pay       | C14, C27, C28                                                                         |
| 15                         |                                                                                                                                                                 |                                                                                                   | Not entitled to back pay   | C14                                                                                   |
| 16                         |                                                                                                                                                                 | Cancellation of the entire action                                                                 | Entitled to back pay       | C14, C27, C28                                                                         |
| 17                         |                                                                                                                                                                 |                                                                                                   | Not entitled to back pay   | C14 and C28                                                                           |
| 18                         | An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" | Cancellation, with the employee being allowed credit for service and benefits on that appointment |                            | C20 and C21                                                                           |
| 19                         | Not described in Rules 1-18                                                                                                                                     |                                                                                                   | Entitled to back pay       | C14 and C27                                                                           |
| 20                         |                                                                                                                                                                 |                                                                                                   | Not entitled to back pay   | C14                                                                                   |

## NOTES:

1. If a replacement Standard Form 50 is prepared, see Table 32-G.
2. See Table 32-H to translate codes into actual remarks.



## 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)**—>Is a non-pay status that covers an absence from duty which has not been approved.<

**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.