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

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Chapter 11. Excepted Service Appointments

1. Coverage.

This chapter covers all appointments, conversions to appointments, and extensions of temporary appointments that are made without regard to the competitive requirements of the civil service rules and regulations, and that are not covered by the Senior Executive Service (SES). Instructions for SES appointments are published in Chapter 13.)

2. Definitions.

a. An appointment brings an individual onto the rolls (staff) of an agency.

b. A conversion changes an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less.

c. An extension continues a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

d. A Provisional Appointment NTE is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment, *and* has appropriate authority for the conversion at the time of the temporary appointment.

3. Special Conditions.

When making appointments in the excepted service, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

a. Retired persons. When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 as well as those instructions appropriate for excepted service appointments.

b. Separations by RIF. If an employee who is to be separated by reduction in force (RIF) procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately, regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF and the gaining offices processes the new appointment. If an employee accepts an offer of assignment under the RIF regulations to a specifically temporary *position* (e.g., if a career employee accepts an offer of assignment to a position that is scheduled to be abolished in a year), the action is processed as a Reassignment, Position Change, etc., following the instructions in Chapter 14.

c. Concurrent employment. If employee will be employed concurrently in two (or more) agencies, follow instructions in the “Federal Employees’ Group Life Insurance: A Handbook for Employees, Annuitants, Compensationers and Employing Offices” and the “Federal Employees’ Health Benefit Program: A Handbook for Enrollees and Employing Offices” to determine how health benefits and FEGLI will be handled, and to document those determinations on the Standard Form (SF) 52 (and SF 50).

>d. Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 (“ARRA”)). In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.<

**Instructions for Processing Personnel Actions on Appointments in the
Excepted Service
Job Aid # 5**

STEP	ACTION						
1	<p>When actions involve persons new to the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the applications and other documents submitted.</p> <p>When actions involve persons already on the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct. Then follow any of the instructions that are applicable:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If the employee...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Is being converted to a new appointment on the same date that he or she returns to duty from nonpay status,</td> <td style="padding: 5px;"> <p>Both the return-to-duty (RTD) action and the conversion must be documented.</p> <p>Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the RTD in blocks 5A-5F.</p> </td> </tr> <tr> <td style="padding: 5px;">Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action,</td> <td style="padding: 5px;"> <p>The new schedule/hours must be documented.</p> <p>Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours.</p> <p>If the conversion and the change in work schedule or hours are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.</p> </td> </tr> </tbody> </table>	If the employee...	Then...	Is being converted to a new appointment on the same date that he or she returns to duty from nonpay status,	<p>Both the return-to-duty (RTD) action and the conversion must be documented.</p> <p>Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the RTD in blocks 5A-5F.</p>	Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action,	<p>The new schedule/hours must be documented.</p> <p>Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours.</p> <p>If the conversion and the change in work schedule or hours are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.</p>
If the employee...	Then...						
Is being converted to a new appointment on the same date that he or she returns to duty from nonpay status,	<p>Both the return-to-duty (RTD) action and the conversion must be documented.</p> <p>Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the RTD in blocks 5A-5F.</p>						
Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action,	<p>The new schedule/hours must be documented.</p> <p>Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours.</p> <p>If the conversion and the change in work schedule or hours are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.</p>						
<i>Continued on next page</i>							

Job Aid #5. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, continued

STEP	ACTION	
1	When actions involve persons already on the roles of your agency..., continued.	
	If the employee...	Then...
	Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action,	When an RTD and a conversion are effective on the same date as a change in work schedule or hours, and the RTD and conversion are being recorded on the same action, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate Chg in Work Schedule or Chg in Hours action.
Is voluntarily converting from a competitive service appointment to an excepted service appointment,	Obtain a statement from the employee that the employee is leaving the competitive service voluntarily to accept appointment in the excepted service.	
2	<p>Use Table 11-A or 11-B to select the nature of action and authority for the appointment or conversion and put them in blocks 5A-5F of the SF 52.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by OPM) instead of the authority and code shown in this chapter.</p>	
3	Use Table 11-C to select remarks codes/remarks required by OPM for the action and enter them in Part F of the SF 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.	
4	Use Chapter 3 to see what forms must be obtained or prepared with the action. You may need information from them to complete the SF 52. Follow instructions in that chapter to complete and distribute them.	
5	<p>Fill in remaining blocks on SF 52 as required by instructions to Chapter 4.</p> <p>To identify an excepted appointment that is "conditional," enter "2" in block 24 of the SF 52; to identify an excepted appointment that is "indefinite," or "provisional" enter "3" in block 24 of the SF 52.</p> <p>Follow your agency's instructions to obtain approval signature in Part C, block 2, of the SF 52.</p>	
6	Prepare the SF 50 from the information on the SF 52. Refer to Chapter 4 to see how the SF 50 should be completed. Follow your agency's instructions to have it signed or authenticated.	
<i>Continued on next page</i>		

Job Aid #5. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, continued

STEP	ACTION	
7	Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
8		
	If the employee is...	Then...
	Being converted to a new appointment and will be serviced by a new payroll office,	Give the employee, before the effective date of the conversion, a completed SF 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of payroll office where the individual's records are maintained.
Coming from another agency,	<p>Make another copy of the SF 50 (or list form of notice).</p> <p>Send it to the servicing personnel office in the "losing" agency, and request that employee's OPF and leave record (SF 1150) be forwarded to your office.</p> <p>If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within five days of the effective date of the appointment, send a copy of the appointment SF 52. That copy must show the effective date of the appointment and have the appointing official's signature in the approval block (Part C, block 2) of the SF 52.</p> <p>Note: When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official and contain the information in Part B, blocks 1-6 and 15-22, of the SF 52.</p>	
<i>Continued on next page</i>		

Job Aid #5. Instructions for processing Personnel Actions on Appointments in the Excepted Service, continued

STEP	ACTION
	Prepare and distribute notices, continued:
9	Follow your agency instructions to distribute the Standard Form 50 copies.

Table Summary: Table 11-A. Excepted Service Appointments

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

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

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

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

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

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

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

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

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>	
16	Is appointed by the President with the advice and consent of the Senate	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment with advice and consent of the Senate)	
17	>(see Note 7 of this table)<		Is already on the rolls of your agency	570	Conv to Exc Appt			
18	>(see Note 7 of this table)<		Is temporary	Is not on your agency's rolls	171			Exc Appt NTE (date)
19			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)			
20	Is appointed by the President when advice and consent of the Senate is not required	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment)	
21	>(see Note 7 of this table)<		Is already on the rolls of your agency	570	Conv to Exc Appt			
22	>(see Note 7 of this table)<		Is temporary	Is not on your agency's rolls	171			Exc Appt NTE (date)
23			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)			
24	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103	

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

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

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

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

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

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)
42			Is already on the rolls of your agency	570	Conv to Exc Appt		
43	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)
44			Is already on the rolls of your agency	570	Conv to Exc Appt		
45	***						
46	***						
47	***						

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

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

NOTES:

- ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.
- If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used.
- When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.
- For information on [Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, C, and D see Figure 11-1, or [The Guide to Personnel Data Standards](#).
- Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
- These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.
- >Employee is placed in tenure group 0.<

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

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

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

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

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

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

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. For information on [Schedule A, B, C, >and D< see part 213 of title 5, Code of Federal Regulations](#). For authority codes for Schedules A, B, C, >and D< see Figure 11-1, or [The Guide to Personnel Data Standards](#).
4. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
5. If MSPB determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

>Pages 11-22 thru 11-24 are blank.<

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

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

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

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

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

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

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
24	>Appointment is made under the Internship Program on a NTE basis (Sch D, 213.3402(a) and Reg. 362.203(d)(ii)) (see Note 12)	Appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment	A32	This appointment does not confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.
25		Appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment	A35	This appointment may confer eligibility to be noncompetitively converted to a term, career or career-conditional appointment in the competitive service.<
26	Reserved			
27	Appointment is made under the Veterans Recruitment Appointment (VRA)-5 CFR, part 307 (see Note 6 of this table)	Appointment is to a competitive service agency and <i>not</i> to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
28	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
29	Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 7 of this table)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).
31	Employee is on the rolls of another agency in a nonpay status (see Note 7 of this table)		M33	On nonpay status in (agency).
32	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).
33	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.
35	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.
38	Appointment is at salary rate above minimum rate of the grade		P04	>Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.<
39	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
40	Employee is appointed to or converted to a supervisory GS position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
41	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan; grade, level, or band; rate).
42		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
44	Employee is returning after service with the American Institute in Taiwan an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade, level, or band), effective (date).	
46	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
47			X61	Retained grade will not be used for purposes of reduction-in- force.	
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
49			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 8 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
50			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 8 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
54	Employee is entitled to pay retention under 5 U.S.C. 5363			
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.
56	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
57			X42	Pay retention entitlement is terminated.
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
60	Reserved			
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	Reserved			
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
65	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
66	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
67	Employee's retirement code will be "K," "L," "M," "N", ">"KR", "LR", "MR", or "NR"<	Rule >66< does not apply	M45	Employee is automatically covered under FERS >or FERS-RAE<.
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
69	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
70	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
71	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
72	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
73		Canceled enrollment while in previous agency or office	B01	Canceled health benefits.
74	Employment is on a short-term basis (i.e., employee is expected to work less than 6 months in each year) or is working on an intermittent basis		B03	Ineligible for health benefits.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
75	Action is appointment NTE or conversion to appointment NTE (NOA 171 or 571)	Is not described in Rule 74, use of remark code T11 is not applicable, and employee has not already made a health benefits enrollment decision	B52	Ineligible for health benefits until you complete 1 year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
76	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
77	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
78	Reserved			
79	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
80	Office that provides personnel service (including OPF maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B).		M10	OPF maintained by (name and address of office).
81	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
82	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
83			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 10 of this table)
84			P10	Annuity at present is \$ pa. (See Note 11 of this table)

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
85	***			
86	***			
87	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
88	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

NOTES:

1. Use as many remarks as are applicable.
2. **Reserved.**
3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement.
4. Tenure group in block 24 changes to “3.”
5. Service year means a consecutive 12 month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a “service year.” Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.

NOTES: (continued)

6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. **Reserved.**
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.
- >12. Employees are placed in Tenure Group 0.<

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

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

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

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

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

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

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