

# U.S. OFFICE OF PERSONNEL MANAGEMENT

## OPERATING MANUAL UPDATE

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Washington, DC 20415

July 30, 2000

### The Guide to Processing Personnel Actions

Update 34

#### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-17 thru 4-38	various	4-17 thru 4-38	(1) Adds information regarding actions for which an SF-50 is not required.  Changes (2) thru (23) apply to instructions for completing the SF-50: (2) Changes how total salary is determined for block 12. (3) Changes how total salary is shown in block 12 when employee is entitled to grade retention. (4) Deletes reference to staffing differential. (5) Changes how locality adjustment is determined for block 12B.

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

**Inquiries:** For inquiries about information in this update, contact the Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information, Personnel Records and Systems Division by email at [owi@opm.gov](mailto:owi@opm.gov).

The Guide to Processing Personnel Actions (2)

Summary of Changes — continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
			<p>(6) Changes how block 12B is documented when employee is not entitled to payment.</p> <p>(7) Changes how adjusted basic pay is determined for block 12C.</p> <p>(8) Changes how other pay is determined for block 12D.</p> <p>(9) Changes how block 12D is documented when employee is not entitled to any allowances/differentials.</p> <p>(10) Removes pay basis codes, and adds reference to use The Guide to Personnel Data Standards when documenting block 13 with the appropriate codes.</p> <p>(11) Changes how total salary is determined for block 20.</p> <p>(12) Changes how total salary is shown in block 20 when employee is entitled to grade retention.</p> <p>(13) Deletes remark P26.</p> <p>(14) Adds items “f” and “g” on documenting separation incentives and SES rank awards in block 20.</p> <p>(15) Changes how locality adjustment is determined for block 20B.</p> <p>(16) Changes how locality adjustment is shown in block 20B when employee is not entitled to payment.</p> <p>(17) Changes how adjusted basic pay is determined for block 20C.</p> <p>(18) Changes how other pay is determined for block 20D.</p> <p>(19) Changes how block 20D is documented when employee is not entitled to any allowances/differentials.</p> <p>(20) Removes pay basis codes, and adds reference to use The Guide to Personnel Data Standards when documenting block 21 with the appropriate codes.</p>

## The Guide to Processing Personnel Actions (3)

### Summary of Changes — continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
			<p>(21) Revises instructions in block 23 to show any veterans' preference for which the employee is eligible.</p> <p>(22) Removes reference to codes/groups, and adds reference to use The Guide to Personnel Data Standards when documenting the following blocks: 23, 24, 30, 32, 34, and 35.</p> <p>(23) Revises block 45 to indicate employees should be asked, in lieu of required, to provide a reason for resignation; clarified that the resignation document should be filed in the OPF.</p>
7-1 thru 7-7	various	7-1 thru 7-7	<p>(1) Clarifies title of the Job Aid.</p> <p>(2) Modifies instructions to allow all instances of veterans' preference be documented in block 23 of SF-50.</p>
9-25 thru 9-26	Update 30 February 26, 1999	9-25 thru 9-26	Deletes reference to service in a Nonappropriated Fund Instrumentality of the Coast Guard.
9-49 thru 9-50	Update 33 January 2, 2000	9-49 thru 9-50	Deletes remark code P71.
10-53 thru 10-54	Update 32 September 26, 1999	10-53 thru 10-54	Deletes remark code P71.
11-33 thru 11-34	Update 33 January 2, 2000	11-33 thru 11-34	Deletes remark code P71.
14-49 thru 14-52	Update 22 April 14, 1996	14-49 thru 14-52	Deletes remark code P71.

## The Guide to Processing Personnel Actions (4)

### Summary of Changes — continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-3 thru 17-6	Update 29 December 31, 1998	17-3 thru 17-6	(1) Provides chapter reference for other pay actions not covered by this chapter. (2) Adds definition for grade retention. (3) Modifies description of retention allowance. (4) Deletes definition for staffing differential, and adds definition for special salary rates. (5) Clarifies description of supervisory differential.
17-15 thru 17-17	various	17-15 thru 17-17	(1) Deletes reference to staffing differential. (2) Modifies note 8 to refer to rules 35 and 37 in lieu of rules 37-38.
17-31 thru 17-34	Update 23 February 2, 1997	17-31 thru 17-34	Deletes remark code P71.
19-5 thru 19-5	Update 27 August 21, 1998	19-5 thru 19-5	Adds new rule for documenting actions for Nuclear Materials Couriers employed by the Department of Energy.
30-3 thru 30-4	Update 33 January 2, 2000	30-3 thru 30-4	Clarifies instructions for processing actions for employees eligible for MRA+10 retirement.
30-15 thru 30-18	Update 30 February 26, 1999	30-15 thru 30-18	Deletes remark code P79.
31-3 thru 31-4	Update 33 January 2, 2000	31-3 thru 31-4	Clarifies instructions for processing actions for employees eligible for MRA+10 retirement.
31-29 thru 31-30	Update 31 August 1, 1999	31-29 thru 31-30	Deletes remark code P79.
31-35 thru 31-40	Update 31 August 1, 1999	31-35 thru 31-40	(1) Deletes remark code B70. (2) Deletes remark code P79.

**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****Purpose**

When the personnel action is documented on a Standard Form 50, Notification of Personnel Action, use this job aid to complete the form. Explanations and definitions of codes used in this job aid are found in [The Guide to Personnel Data Standards](#). This job aid also provides guidance for completing sections of the Standard Form 52, Request for Personnel Action.

>With the exception of a Senior Executive Service Rank Award or a Separation Incentive, an SF-50 is not required to document awards and bonuses, nor is it required for actions in the 9xx series. If, however, you elect to use an SF-50 to document these actions, follow your agency's instructions in preparing the SF-50.<

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
1 Name	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly.</p> <p><b>b.</b> When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title.</p> <p><b>c.</b> In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.</p>
2 Social Security Number	Complete on all actions.	<p><b>a.</b> When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered employee's SSN enter the SSN shown on the employee's application/resume or the Official Personnel Folder.</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>
2 Social Security Number, continued	Complete on all actions.	<p><b>b.</b> A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below:</p> <p>American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island);</p> <p>Canton and Enderbury Islands;</p> <p>Commonwealth of Puerto Rico;</p> <p>Guam;</p> <p>Howland, Baker, and Jarvis Islands;</p> <p>Johnston or Cornwallis Island, and Sand Island;</p> <p>Kingman Reef;</p> <p>Swan Islands;</p> <p>Virgin Islands of the United States;</p> <p>Wake Island;</p> <p>Midway Islands;</p> <p>Navassa Island;</p> <p>Palmyra Island;</p> <p>Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and</p> <p>Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p><b>c. When employee does not have a social security number.</b> If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the 4-digit Personnel Office Identifier</p>

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## Job Aid

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

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

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

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

## 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>
6-A Code	Complete when a second action, with the same effective date, is processed on the same Standard Form 50.	Enter the code required by the chapter that explains how to process the action.  When the Standard Form 50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same Standard Form 50 and both are being corrected or canceled, process a separate Standard Form 50 to cancel or correct each one.
6-B Nature of Action		
6-C Code	<p><b>a.</b> Leave blank when code &amp; nature of action shown in blocks 6-A and 6-B are:</p> <p>(1) 350/Death, or</p> <p>(2) 355/Termination-Exp of Appt.</p> <p><b>b.</b> Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation.</p> <p><b>c.</b> Complete on all other actions when blocks 6-A and 6-B are completed.</p>	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.
6-D Legal Authority		Enter primary authority for the nature of action shown in blocks 6-A and 6-B.
6-E Code	Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.	If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.
6-F Legal Authority		If a second authority is required for the nature of action shown in blocks 6-A and 6-B, enter it here.

## 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>
7 FROM: Position Title and Number	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status, and</p> <p>(3) any other action that moves the employee to another position.</p>	Enter position title and number shown in “To” portion of employee’s last Notification of Personnel Action.
8 Pay Plan	<p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter the pay plan and occupational code shown in “To” portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is “085” would be entered as “0085.”) Note: the occupational code must be entered for all pay plans, including “AD,” “ES,” and “EX.” When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9 Occupational code		
10 Grade or Level		<p>Enter grade or level shown in the “To” portion of employee's last Notification of Personnel Action:</p> <p><b>a.</b> Enter “00” if employee is in the Senior Executive Service (SES).</p> <p><b>b.</b> If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example “9” or (“09”). 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 already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <i>not</i> the grade they are retaining for pay and benefit purposes.</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>
11 Step or Rate	<p><b>a.</b> Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status, and</p> <p>(3) any other action that moves employee to a different grade, step or rate.</p> <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> When the employee is in the Senior Executive Service, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, 06).</p> <p><b>b.</b> For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block 8 is not "ES."</p> <p><b>c.</b> Enter "00" for:</p> <p>(1) employees in pay plan "GM;" and</p> <p>(2) employees who are already entitled to pay retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade.</p> <p><b>d.</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 Senior Executive Service rank awards (Nature of Action 878).</p> <p><b>b.</b> Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status,</p> <p>(3) any other action that moves employees to a different salary,</p> <p>(4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and</p> <p>(5) any action that terminates availability pay (Nature of Action 819).</p> <p><b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p>&gt;Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable.&lt;</p> <p>The total salary must be compatible with the pay &gt;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.&lt;***</p> <p><b>a.</b> When employee is entitled to grade retention, show total salary in terms of the pay &gt;basis for the pay plan under which the employee is paid&lt;. 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 &gt;annum&lt; 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 Senior Executive Service 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 Senior Executive Service 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>	Enter the employee's salary, excluding allowances, adjustments, and differentials.

## 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>
12B	Locality Adjustment	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).</p>	Enter the >difference between the adjusted basic pay (block 12C) minus the basic pay (block 12A.)< If employee is not entitled to a locality payment, >leave blank.<
12C	Adjusted Basic Pay	<p><b>b.</b> Complete on:</p>	Enter >the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.<
12D	Other Pay	<p>(1) separations;            (2) actions that place employee in nonpay status; and            (3) any action that changes employee's salary, or            (4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.  <b>c.</b> Completion is optional for other actions; follow your agency's instructions.</p>	<p><b>a.</b> Enter the &gt;difference between total salary (block 12) and adjusted basic pay (block 12C)&lt;.  <b>b.</b> &gt;Leave blank&lt; if employee is not entitled to administratively uncontrollable overtime pay, availability pay, &gt;retention allowance, or supervisory differential&lt;.  <b>c.</b> Explain any <i>other</i> allowances/ differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks.  <b>d.</b> All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 12 or 12D.</p>
13	Pay Basis	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).  <b>b.</b> Complete on all other actions for which block 12 is completed.</p>	<p>Enter appropriate code for basis on which employee is currently being paid. &gt;Use <a href="#">The Guide to Personnel Data Standards</a> to select the code.&lt;            ***            Pay basis must agree with the way in which the total salary is shown in block 12; for example, if annual amount is shown in block 12, then "pa" must be entered in block 13. Note: pay basis "sy" is to be used only for teachers/educators.</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>
14 Name and Location of Position's Organization	<p><b>a.</b> Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).</p> <p><b>b.</b> Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any other action that moves employee to a different office.</p> <p><b>c.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>a.</b> Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action.</p> <p><b>b.</b> On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."</p>
15 TO: Position Title and Number	<p><b>a.</b> Leave blank on actions that</p> <p>(1) place employee in nonpay status,</p> <p>(2) separations, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	Enter position title and number shown on the position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter title and number of position employee actually occupies, <i>not</i> of the position whose grade the employee is retaining for pay and benefit purposes.
16 Pay Plan	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that grant Senior Executive Service rank awards and separation incentives (Natures of Action 878 and 825).</p> <p>(2) separations,</p> <p>(3) actions that place employee in nonpay status.</p> <p><b>b.</b> Complete on all other actions.</p>	<p><b>a.</b> Enter the pay plan and occupational code shown on the position description. Note: The occupational code must be entered for <i>all</i> pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.</p> <p><b>b.</b> When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies, <i>not</i> the position upon which the grade retention entitlement is based.</p> <p><b>c.</b> If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085," would be entered as "0085."</p>
17 Occupational Code		

## 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 Senior Executive Service 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> When action places or continues employee's placement in a Senior Executive Service position, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, or 06).</p> <p><b>b.</b> For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (the rate for pay plan "ES") at which the employee will be paid (01, 02, 03, 04, 05, or 06) even though the pay plan in block 16 is not "ES."</p> <p><b>c.</b> Enter "00" for:</p> <ul style="list-style-type: none"> <li>(1) employees in pay plan "GM;"</li> <li>(2) employees who are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and</li> <li>(3) employees whose pay plans have no steps (for example, ST and SL).</li> </ul> <p><b>d.</b> When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p><b>e.</b> When grade retention is not involved and the employee is in the competitive or excepted service (except for persons described in <b>b</b> above), 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, Senior Executive Service rank awards, or separation incentives, enter &gt;the amount of adjusted basic pay plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable&lt;. The total salary must be compatible with the pay &gt;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.&lt; 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 &gt;under which the employee is paid.&lt; 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 &gt;on per annum basis.&lt; 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 &gt;hour&lt; 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>&gt;<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 Senior Executive Service rank award, enter the dollar amount of the award.&lt;</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>
20A Basic Pay	<b>a.</b> Leave blank on: (1) actions that document	Enter the employee's salary, excluding allowances, adjustments, and differentials.
20B Locality Adjustment	administratively uncontrollable overtime pay, availability pay, separation incentives, and Senior Executive Service rank awards. (Natures of Action 818, 819, 825, and 878)	Enter the >difference between the adjusted basic pay minus the basic pay.< If employee is not entitled to locality payment or interim geographic payment, >leave blank.<
20C Adjusted Basic Pay	(2) separations; and	Enter >the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.<
20D Other Pay	(3) actions that place employee in nonpay status; <b>b.</b> Complete on any action that changes employee's salary. <b>c.</b> Completion is optional for other actions; follow your agency's instructions.	<b>a.</b> Enter the >difference between total salary (block 20) and adjusted basic pay (block 20C)<. <b>b.</b> >Leave blank< if employee is not entitled to administratively uncontrollable overtime pay, availability pay, >retention allowance, or supervisory differential.< <b>c.</b> Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. <b>d.</b> All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21 Pay Basis	<b>a.</b> Leave blank on actions that document, administratively uncontrollable overtime pay, Senior Executive Service rank awards, and separation incentives (Natures of Action, 818, 825, and 878). <b>b.</b> Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. >Use <b>The Guide to Personnel Data Standards</b> to select appropriate code.< *** Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.

**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>
22 Name and Location of Position's Organization	<p><b>a.</b> Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.</p> <p><b>a.</b> Enter organization name as it is shown on the position description.</p> <p><b>b.</b> In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p><b>c.</b> For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23 Veterans' Preference	<p><b>a.</b> Complete on appointments, conversions to appointments, &gt;actions that change veterans' preference (883) and separations&lt;.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference &gt;for appointment, adverse action, reduction in force, or performance-based action purposes. Use <b>The Guide to Personnel Data Standards</b> to select the appropriate code.&lt;</p> <p>***</p>
24 Tenure	<p><b>a.</b> Completion is optional on pay change actions; follow your agency's instructions.</p> <p><b>b.</b> Complete on all other actions.</p>	<p>Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined &gt;in <b>The Guide to Personnel Data Standards</b>,&lt; enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.</p> <p>***</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**

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<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
25 Agency Use	Complete when required by your agency.	Follow your agency's instructions.

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**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>
26 Veterans' Preference for Reduction in Force	Complete on all actions on which block 23 is completed.	a. For employees to whom preference for reduction in force does not apply, enter "X" in "No" block. (Veterans' preference for reduction in force does not apply to Senior Executive Service appointees, to excepted service Schedule C appointees, or to those excepted service appointees who are appointed by the President subject to Senate confirmation.)
27 Federal Employees Group Life Insurance	<p><b>a.</b> Complete on:</p> <p>(1) appointments, and conversions to appointments,</p> <p>(2) placements in nonpay status and return-to-duty actions,</p> <p>(3) 881/FEGLI Chg actions,</p> <p>(4) separations, and</p> <p>(5) all actions for which block 12 or 20 shows salary.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter appropriate code and definition (for example, "C0-Basic only"). Codes and definitions are listed in <a href="#">The Guide to Personnel Data Standards</a> .

**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>
28 Annuitant Indicator	<p><b>a.</b> Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations,</p> <p>(4) any action that results in a change in the code shown in this block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Enter appropriate code and title; follow descriptions in Table 4-D or <a href="#">The Guide to Personnel Data Standards</a> to select the code.
29 Pay Rate Determinant	<p><b>a.</b> Complete on all actions on which block 20 shows salary.</p> <p><b>b.</b> Leave blank on actions that document administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives (Natures of Action 818, 878, and 825).</p>	Use Table 4-C or <a href="#">The Guide to Personnel Data Standards</a> to select the code that best describes any special factors used in determining employee's rate of basic pay.
30 Retirement Plan	<p><b>a.</b> Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that results in a change in the code shown in that block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>a.</b> Use <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> to determine who is covered under Old Age Survivor and Disability Insurance tax (FICA) and to determine who is covered under the Civil Service Retirement System or the Federal Employees Retirement System.</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>
30 Retirements, continued	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations, and</li> <li>(4) any action that results in a change in the code shown in that block.</li> </ul> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p><b>b.</b> &gt;Use <a href="#">The Guide to Personnel Data Standards</a> to select the appropriate code and definition. &gt; ***</p>
31 Service Computation Date (Leave)	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations, and</li> <li>(4) any actions that result in a change to the service computation date for leave accrual.</li> </ul> <p><b>b.</b> Completion on other actions is optional; follow your agency's instructions.</p>	<p>Enter month-day-year, for example, "05-18-81" or "05-18-1981." (See Chapter 6 for instructions in computing the service computation date for leave accrual.)</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>
32 Work Schedule	<p><b>a.</b> Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations,</p> <p>(3) pay change actions,</p> <p>(4) actions that move employee into and out of pay status, and</p> <p>(5) 781/Chg in Work Schedule actions.</p> <p><b>b.</b> Completion on other actions is optional; follow your agency's instructions.</p>	<p>&gt;Use <b>The Guide to Personnel Data Standards</b> to enter appropriate code and definition.&lt;</p> <p>***</p>
33 Part-Time Hours per Biweekly Pay Period	<p><b>a.</b> Complete when block 32 shows work schedule is part-time.</p> <p><b>b.</b> Leave blank on all other actions.</p>	Self explanatory.
34 Position Occupied	<p><b>a.</b> Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>&gt;Use <b>The Guide to Personnel Data Standards</b> to enter appropriate code.&lt;</p> <p>***</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>
35 Fair Labor Standards Act Category (FLSA)	<p><b>a.</b> Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that moves employee to another position or results in a change in the code shown in that block.</p> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	<p>&gt;Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code.&lt;</p> <p>***</p>
36 Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37 Bargaining Unit Status	<p><b>a.</b> Must be completed on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</p> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.)</p> <p><b>a.</b> When employee is eligible for and represented in a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Employee and Labor Relations publication <i>Union Recognition in the Federal Government</i>. If the unit is not listed, contact the Office of Personnel Management's Center for Partnership &amp; Labor-Management Relations to obtain a number for it.</p> <p><b>b.</b> When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.</p> <p><b>c.</b> When employee is ineligible for inclusion in a bargaining unit, enter "8888."</p> <p><b>d.</b> Consult with the agency or installation labor relations officer for further assistance.</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>
38 Duty Station Code	<p><b>a.</b> Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations, and</p> <p>(3) any action that moves employee to a new duty station.</p> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Enter code [State(or country)/city/county] for location shown in block 39. (The standard reference for codes is the General Services Administration publication, Worldwide Geographic Locations Code, dated June 1993), as updated by memoranda for agency directors of personnel. To locate the most recent list of codes, see the Duty Station File that is available for download at <a href="http://www.opm.gov/feddata/html/datastan.htm">www.opm.gov/feddata/html/datastan.htm</a>.</p> <p><b>a.</b> When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code.</p> <p><b>b.</b> When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.</p>
39 Duty Station		<p>Enter location of employee's official duty station:</p> <p><b>a.</b> When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate.</p> <p><b>b.</b> When duty station is in a foreign country, enter city and country.</p>
40 Agency Data - 44	Complete when required by your agency.	Follow your agency's instructions.
45 Remarks (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>a.</b> When action is a resignation/retirement, be sure &gt;to ask the employee to&lt; provide a reason, an effective date, and a forwarding address. Part E of the Standard Form 52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter, for example), check to be sure it contains the information in Part E.</p>

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## 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>
45 Remarks, continued (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>b.</b> Limit the length of remarks to the space provided in block 45.</p> <p>(1) When employee's reason for resignation/retirement or the agency's finding are so lengthy that they will not fit in block 45, summarize them on the Standard Form 50. (The reason or finding will remain a matter of record because the resignation *** is a document required for long-term retention in the Official Personnel Folder.)</p> <p>(2) On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second Standard Form 50. In these cases:</p> <ul style="list-style-type: none"> <li>— the last entry in block 45 of the first Standard Form 50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:";</li> <li>— entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first Standard Form 50; and</li> <li>— copies of <i>both</i> Standard Form 50's must be placed in the Official Personnel Folder.</li> </ul> <p><b>c.</b> Do not enter derogatory information or medical information about the employee <i>unless</i> authorized to do so by the instructions in Chapter 30 (retirements) or Chapter 31 (other separations).</p>

## Chapter 7. Documenting Veterans' Preference

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## Chapter 7. Documenting Veterans' Preference

### Subchapter 1. General Instructions

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#### 1-1. Coverage.

**a.** This chapter covers:

(1) Documentation requirements of veterans' preference and veterans' preference for reduction-in-force purposes on the Standard Form 50, Notification of Personnel Actions.

(2) Changes to veterans' preference for reduction-in-force.

**b.** This chapter does not cover:

(1) Adjudication of veterans' preference for competitive examination. (See the Office of Personnel Management's **VetGuide** available for download from the website <http://www.opm.gov>.)

(2) Determination of veterans' preference for reduction-in-force purposes. (See the Office of Personnel Management's **Restructuring Information Handbook**, Module 3, Reduction-In-Force, available for download from the website <http://www.opm.gov>.)

#### 1-2. Legal Basis for Preference.

The legal basis for veterans' preference is the

Veterans' Preference Act of 1944, as amended. The Act is now codified in 5 U.S.C. 2108 and other sections of title 5, United States Code. Preference applies to positions in the competitive service and in the excepted service. It does not apply in the Senior Executive Service, or to positions in the legislative and judicial branches of the Government. It also does not apply to positions in the Executive Branch which are required to be confirmed by the Senate. Preference is given in competitive examinations, in appointments to positions, and in retention during reduction-in-force. Other benefits to which preference eligibles are entitled include reinstatement in the competitive service and reemployment/restoration.

#### 1-3. Recording Veterans' Preference on the Standard Form 50.

**a.** >An employee may have preference for appointment, adverse action, performance-based action or reduction-in-force purposes. Use Block 23 of the Standard Form 50, Notification of Personnel Action, to document the preference.<

**b.** \*\*\*

c. Information is recorded in block 26 of the Standard Form 50 to indicate whether or not the employee is eligible for veterans' preference during reduction-in-force procedures. When the employee is eligible, "Yes" is recorded. "No" is recorded on the Standard Form 50 when the employee is not eligible for preference >for reduction-in-force, even if the employee has such preference for

other purposes, such as adverse actions<.

d. >Veterans' preference is adjudicated on appointment.< Use the Job Aid, **Instructions for Documenting Veterans' Preference on the >Appointment< Standard Form 52/50**, to help document the correct information at the time of appointment/conversion.

**Job Aid****Instructions for Documenting Veterans' Preference on the Standard Form 52/50**

Step	Action
1	Review the application, certificate of eligibles, or other examination documents to determine >entitlement to preference for appointment, adverse action, performance-based action, or reduction-in-force purposes.<
2	<p>Document the correct code.</p> <p>Enter the appropriate code in Block 23 of the Standard Form 52 and the Standard Form 50.***</p> <p style="text-align: center;">1 = None            2 = 5-point (TP)            3 = 10-point/disability (XP)            4 = 10-point/compensable (CP)            5 = 10-point/other (XP), or            6 = 10-point compensable/30% (CPS)</p>
3	Determine whether employee is eligible for veterans' preference during reduction-in-force procedures. Enter an "X" in the appropriate section of block 26.
4	Use Chapters 9-13 to select the correct nature of action, legal authority, and remarks for the action to be processed. Follow instructions in Chapter 4 to complete the Standard Form 52/50. Follow your agency's instructions to have it signed or authenticated.
5	Record determination on any other agency records that use veterans' preference.
6	File evidence used to determine preference eligibility *** on the right side of the employee's Official Personnel Folder. Follow agency instructions for disposition of any documents not filed.
7	Distribute the Standard Form 50 copies as appropriate.

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## Subchapter 2. Change in Veterans' Preference for Reduction in Force

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### 2-1. Coverage.

This subchapter covers documentation of *changes* in veterans' preference \*\*\* that occur after the employee has entered on duty. >These changes usually affect eligibility for veterans' preference for reduction-in-force. If the veterans' preference on the appointment was incorrect, process a correction to the appointment/conversion.<  
(See Chapter 32 for instructions on how to process corrections \*\*\*)

### 2-2. Use of SF 52.

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for Change in Veterans' Preference for Reduction-in-Force actions is optional. The Standard Form 50, Notification of Personnel Action, for these actions can be prepared directly from the information in the employee's Official Personnel Folder (or in your agency's automated system) and the documents submitted by the employee in support of the change. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

### 2-3. Instructions.

**a.** Use the **Restructuring Information Handbook**, Module 3, Reduction-in-Force, to see if a change is warranted based on the evidence furnished by the employee.

**b.** Enter the following in blocks 5A-D of the Standard Form 52/50:

<i>Nature of Action</i>	<i>Authority</i>
883 Chg in Vet Pref for RIF	CCM 5 U.S.C. 2108

**c.** Enter >the appropriate values in blocks 23 and 26.<

**d.** Enter in Part F of the Standard Form 52 or block 45 of the Standard Form 50 any additional remarks/remark codes required by your agency or that are necessary to explain the action(s).

**e.** When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the Standard Form 52.

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

**g.** Record change in any other agency records that use veterans' preference \*\*\*.

**h.** Check **The Guide to Personnel Recordkeeping** to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of the employee's Official Personnel Folder. Return all unused documents to the employee.

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**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
25	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the General Accounting Office	Is not >employed by your agency<	Career	100	Career Appt	ZQM	>31 U.S.C. 732(g)<
26			Career-Conditional	101	Career-Cond Appt		
27		Is already >employed by your agency<	Career	500	Conv to Career Appt		
28			Career-Conditional	501	Conv to Career-Cond Appt		
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not >employed by your agency<	Career	100	Career Appt	ZTU	>28 U.S.C. 602<
30			Career-Conditional	101	Career-Cond Appt		
31		Is already >employed by your agency<	Career	500	Conv to Career Appt		
32			Career-Conditional	501	Conv to Career-Cond Appt		
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7—DoD/ NAF Agr
34			Career-Conditional	101	Career-Cond Appt		

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7—DoD/ NAF Agr
36			Career-Conditional	501	Conv to Career-Cond Appt		
37	***	***	***	***	***	***	***
38			***	***	***		
39			***	***	***		
40			***	***	***		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
41	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.
42			X49	Change to lower grade is for personal cause.
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed	Employee's salary is 150% of the maximum rate of the grade to which assigned	X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363		X41	Salary is 150% of maximum rate of grade to which assigned.
45				
46	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 is for personal cause.
47			X42	Pay retention entitlement is terminated.
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
49	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$_____.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	***		***	***
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
53	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of <b>The CSRS and FERS Handbook</b>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. Standard Form 3109 provided to employee.
54	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")
55	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.
56		Rule 55 does not apply	M45	Employee is automatically covered under FERS.
57	Employee has elected to retain coverage under a retirement system for non-appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
45	***		***	***
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
47	Employee who is reemployed under Old Age, Survivor, and Disability Insurance (FICA) coverage, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in <b>The CSRS and FERS Handbook for Personnel and Payroll Offices</b>	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	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.
48	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")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50		Rule 49 does not apply	M45	Employee is automatically covered under FERS.
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.

**Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	<b>Reserved</b>			
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	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.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.
59	Action is a 115/Appt NTE or 515/Conv to Appt NTE	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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 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 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 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</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
60	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$_____.
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	***		***	***
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 <a href="#">The CSRS and FERS Handbook</a>	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		Rule 65 does not apply	M45	Employee is automatically covered under FERS.
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 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

R U L E	A	B	C
	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49
27		Pay retention entitlement is terminated	X42 and X49
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20
29		Action results in termination of pay retention benefits	X42 and M20
30			M20
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41
33			X40

**Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02
36	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
37	Will receive a retention allowance as part of his or her total salary		P70
38	Will receive payment for AUO as part of his or her total salary		P81
39	***		***
40	Will receive availability pay as part of his or her total salary		P99

NOTE: See Table 14-L to translate codes into actual remarks.

**Table 14-L. Codes and Corresponding Remarks (Promotion, Change-to-Lower Grade, and Position Change)**

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code Is</i>	<i>Then The Remark Is</i>
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.
4	E44	Probationary period for supervisory (or managerial) position not required.
5	E45	Probationary period for supervisory (or managerial) position completed.
6	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
7	E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
8	G30	Intermittent employment totalled (number) hours in pay status from (date) to (date).
9	K01	Qualification requirements modified because of general OPM amendment.
10	K02	Qualifications waived per Reg. 351.703.
11	K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
12	K13	Removes temporary limitation placed on the last action.
13	K16	From Promotion NTE (date).
14	K17	Repromotion to grade not above that from which downgraded without personal cause and not at employee's request.
15	K18	Position is at the full performance level.
16	K19	Successor position—employee retained in competitive service.

**Table 14-L. Codes and Corresponding Remarks (Promotion, Change-to-Lower Grade, and Position Change) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code Is</i>	<i>Then The Remark Is</i>
17	K20	Full performance level of employee's position is (enter pay plan and grade).
18	K23	Result of change in classification standards.
19	K26	Result of additional duties and responsibilities.
20	K27	Result of position review.
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
22	K50	From Position Change NTE (date).
23	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
24	M20	Action at employee's request.
25	P01	Previously employed at (pay plan, grade, rate).
26	P05	Special rate under 5 U.S.C. 5305.
27	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan, grade and step).
28	P19	Salary includes WGI for which employee became eligible on (date).
29	P70	Salary in block 20 includes retention allowance of \$_____.
30	***	***
31	P72	Salary in block 20 includes supervisory differential of \$_____.
32	P81	Salary in block 20 includes AUO of \$_____.
33	P99	Salary in block 20 includes availability pay of \$_____.

## Chapter 17. Pay and Step Changes

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### 1. Coverage.

This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

- Change in Allowance/Differential,
- Administratively Uncontrollable Overtime,
- Availability Pay,
- Locality Payment
- Pay Adjustment,
- Within-grade Increase,
- Quality Step Increase,
- Denial of Within-grade Increase,
- Step Adjustment, and
- Termination of Grade Retention.

>See Chapter 31 when processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see Chapter 14 for position or grade changes.<

### 2. Definitions.

**a. Adjusted basic pay** is the sum of an employee's rate of basic pay and any interim geographic adjustment continued rate adjustment, locality-based comparability payment, and/or special pay adjustment for law enforcement officers to which the employee is entitled.

#### **b. Administratively Uncontrollable**

**Overtime (AUO)** pay is calculated as 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 are required on an irregular basis.

**c. Availability pay** is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled 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.

**d. IGA continued rate of pay** means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

**e. Denial of Within-grade Increase** means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.

**f. GM Within-grade Increase** is an agency-awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

**g. >Grade Retention** entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced.<

**>h.< Locality payment** means a locality-based comparability payment or special pay adjustment for law enforcement officers.

**(1) Locality-based comparability payment** means a payment under 5 U.S.C. 5304.

**(2) Special pay adjustment for law enforcement officer** means an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990.

**>i.< Pay Adjustment** (as used in this **Guide**)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

**>j.< Pay plan** means the pay system or pay schedule under which the employee's rate of

basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).

**>k.< Pay retention entitlement** is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he or she occupies.

**>l.< Performance Management and Recognition System (PMRS)** was the pay system established under 5 U.S.C. chapter 54 for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.

**>m.< Quality (Step) Increase (QSI or QI)** is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

**>n.< Rate of basic pay** means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For example, \$9793 per year; \$6.41 per hour.

**>o.< Retention Allowance** is the annual total dollar amount (up to 25 percent of basic pay) paid to an employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. \*\*\*

**>p. Special Salary Rates** are higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons.

**q.< Step** means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

**>r.< Step Adjustment** means a change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay.

**>s.< Supervisory Differential** is the annual total dollar amount paid to a General Schedule supervisor who provides direct, technical supervision over the work of one or more civilian employees in other pay plans who receive a higher rate of basic pay than does the supervisor. \*\*\*

**>t.< Within-grade Increase (WGI)** is an increase in an employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

### 3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of

compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

### 4. Documenting the Personnel Action.

Usually, personnel actions for pay and step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 6. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

**a. A copy of the new pay schedule** containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

**b. A computer-printed notice**, showing:  
 Name of employee;  
 Pay System, Grade, Step, and new salary;  
 Effective date of new rate;  
 Authority for change and date of authority; and  
 Social Security Number.

## 5. Actions for Absent Employees.

### a. Employees who are in nonpay status.

(1) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment;
- pay adjustment to implement, change, or discontinue a special rate;
- termination of grade retention at the expiration of the employee's 2-year period of grade retention;
- pay adjustment resulting from the termination of grade retention;
- within-grade increase for which employee became eligible before a period of nonpay status began; and
- within-grade increase for which employee becomes eligible during a period of nonpay status that is creditable for within-grade increase purposes.

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or

step on the return to duty personnel action and enter in the remarks on that action P09—"Pay or step adjusted (date) by (authority)."

**b. Employees who have separated to enter on active military duty**—prepare the pay adjustment or step change Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

**c. Employees who have transferred to international organizations**—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark P06—"Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service."

**Table 17-A. Pay and Step Changes under the General Schedule (See Note 1 of this table) (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>							
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then</i>	<i>NOAC</i>	<i>is</i>	<i>NOA is</i>	<i>Auth Code</i>	<i>is</i>	<i>Authority is</i>	<i>Codes for</i>	<i>Required</i>	<i>Remarks Are</i>	<i>(See Note 2 of</i>	<i>this table)</i>
<i>L</i>														
<i>E</i>														
34	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304								
35	Establishment, change in percentage, or termination of retention allowance (see Note 8 of this table)		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754								
36	***				***	***								
37	Establishment, change in percentage, or termination of supervisory differential (see Note 8 of this table)				VPH	5 U.S.C. 5755								
38	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151								
39	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633								

**Table 17-A. Pay and Step Changes under the General Schedule (See Note 1 of this table) (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>	<i>Codes for Required Remarks Are (See Note 2 of this table)</i>
<i>L</i>							
<i>E</i>							
40	An adjustment in employee's basic rate of pay that is not described in Rules 1-39	Employee's pay is set on the basis of his or her existing grade retention entitlement	894	Pay Adj	ZLM and VLJ	(Cite authority for the adjustment) and 5 U.S.C. 5362(c)	X44
41		Employee's pay is set on the basis of his or her existing pay retention entitlement			ZLM and VSJ	(Cite authority for the adjustment) and 5 U.S.C. 5363(a)	X40
42		Employee is not entitled to grade or pay retention			ZLM	(Cite authority for the adjustment)	

## NOTES:

1. Follow instructions in this table to document changes, for employees who are covered by the PMRS termination provisions of Public Law 103-89 (pay plan "GM"), that are not described in Table 17-B.
2. Use Table 17-F to translate codes into actual remarks.
3. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.
4. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show as the effective date the date on which the increase would have been effective.
5. LEO special salary rates under section 403 of FEPCA are published in special salary rate table 491.

**Table 17-A. Pay and Step Changes under the General Schedule (Continued)**

NOTES, continued:

6. \*\*\*

7. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.

8. When an action grants, changes, or terminates an allowance/differential for an employee who is entitled to >both the retention allowance and supervisory differential described in rules 35 and 37,< only one NOA 810 SF 50 is required. The authority for each allowance/differential must be cited in blocks 5-C-through 5-F of the SF 52/50 (the agency may determine the order in which they are cited). When an action grants, changes, or terminates >both the allowance/differential< for an employee who is entitled to >both payments< described in rules >35 and 37<, process one NOA 810 SF 50 and cite as the authority **ZTZ/P.L. 101-509**. (If more than one NOA 810 SF 50 is prepared with the same effective date, the actions must be combined for submission to the Central Personnel Data File.)

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Table 17-E. Codes for Remarks Required in Special Situations

<i>R</i> <i>U</i> <i>L</i> <i>E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Code for Required Remark is</i>
1	Action is a within-grade increase	Employee had so much time in nonpay status that due date for within-grade was set back	P13
2	Employee is entitled to grade retention		X37, X45, and X61
3	Employee is entitled to pay retention	Employee's salary is now a 150% of maximum rate for grade to which assigned	X41
4		Pay schedule adjustment results in employee becoming entitled to a rate of pay equal to or higher than that to which he or she is entitled under pay retention (5 U.S.C. 5363(c)(2))	X42
5	Employee moves from a pay system other than the General Schedule or prevailing rate system and is entitled to grade retention	Retained grade is equivalent to one held prior to the reduction that entitled employee to grade retention	X35
6	Action is denial or withholding of within-grade increase for employee who is entitled to grade retention		X47
7	The amount at which the employee can actually be paid is limited by 5 U.S.C. 5303(f) or another statutory authority		P26
8	Employee is being paid at a special rate established under 5 U.S.C. 5305		P05
9	Employee's total salary includes a retention allowance		P70
10	818/AUO action establishes changes % paid for AUO		P73
11	NOA is other than 818/AUO	Employee's total salary includes payment for AUO	P81

Table 17-E. Codes for Remarks Required in Special Situations (Continued)

R U L E	A	B	C
	<i>If</i>	<i>And</i>	<i>Then Code for Required Remark is</i>
12	Employee's total salary includes availability pay		P99
13	Employee's total salary includes a supervisory differential		P72
14	***		***
15	Employee is a law enforcement officer whose total salary includes a special rate established under Sec. 403 of Public Law 101-59 plus a special pay (locality) adjustment established under Sec. 404 of Public Law 101-59		P85
16	Action is an 895/Locality Payment	Special rate exceeds the locality rate of pay, so employee receives no locality payment	P93
17		Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment	P95
18		IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied-- i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee is reduced in grade.	P96
19		Employee is not described in Rules 16-18	P92
20	Action gives employee a higher rate of pay which results in termination of the IGA continued rate employee has been receiving under 5 U.S.C. 5304		P97

Table 17-F. Codes and Remarks for Pay and Step Changes

R U L E	A	B
	If Code is	Then Remark is
1	P05	Special rate under 5 U.S.C. 5305
2	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal Service.
3	P09	Pay rate adjusted [date] by [authority].
4	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
5	P14	Work performance is at an acceptable level of competence.
6	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
7	P26	Payable salary limited to \$_____ by 5 U.S.C. 5303(f) (or other statutory authority).
8	P70	Salary in block 20 includes retention allowance of \$_____.
9	***	***
10	P72	Salary in block 20 includes supervisory differential of \$_____.
11	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
12	P81	Salary in block 20 includes AUO of \$_____.
13	P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$_____.
14	P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

**Table 17-F. Codes and Remarks for Pay and Step Changes (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
15	P92	Salary includes a locality-based payment of __%.
16	P93	Special salary rate exceeds the locality rate of pay, so employee receives no locality payment.
17	P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
18	P96	IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied--i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee is reduced in grade.
19	P97	This action terminates your IGA continued rate of pay.
20	P99	Salary in block 20 includes availability pay of \$_____.
21	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
22	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
23	X37	Employee is entitled to retain grade of [pay plan and grade] through [date.]
24	X38	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.
25	X39	Employee elected to terminate grade retention entitlement.
26	X40	Employee is entitled to pay retention.
27	X41	Salary is 150% of maximum rate of grade to which assigned.
28	X42	Pay retention entitlement terminated.

**Table 19. Documentation of Continuances**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the employee is</i>	<i>Then the Continuance Must be Approved by the</i>	<i>Nature of Action Code Is</i>	<i>Nature of Action Is</i>	<i>Legal Authority Code Is</i>	<i>And Legal Authority Is</i>
1	An Air Traffic Controller employed by the Department of Transportation who is under age 61	Secretary of Transportation	750	Continuance NTE (date)	UNM	(Cite agency document or order approving the continuance and its date).
2	An Air Traffic Controller employed by the Department of Defense who is under age 61	Secretary of Defense				
	A law enforcement officer or firefighter who is under age 60	Head of agency				
4	An air traffic controller age 61 or older, or a firefighter age 60 or older	Office of Personnel Management			AUM	(Cite OPM letter approving the continuance and its date).
5	Covered by the Foreign Service Retirement and Disability System	Secretary of State			UFM	FS Act of 1980.
> 6	A Nuclear Materials Courier employed by the Department of Energy who is 57 or older	Secretary of Energy			UGM	FY 99 National Defense Authorization Act, effective 10/17/98<

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## Chapter 30. Retirements

### Subchapter 1. General Instructions

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#### 1-1. Coverage.

**a.** This chapter covers retirements. These are separations that remove an employee from your agency under circumstances that entitle the employee to an immediate annuity. An immediate annuity is one that begins to accrue no later than 1 month after the employee is separated or on the day after pay ceases and the employee meets the service and age (or disability) requirements. These actions include:

- (1) voluntary or employee-initiated retirements;
- (2) mandatory retirements for age under 5 U.S.C. 8335 and 8425;
- (3) disability retirements (both those where employee has elected to receive a retirement annuity and those where employee has elected to receive workers' compensation in lieu of a retirement annuity); and
- (4) retirements under the early voluntary option that allows agencies undergoing a major reduction in force, transfer of function, or reorganization to offer early retirement to their employees.

More information on these retirements is found in [The CSRS and FERS Handbook for Personnel and Payroll Offices](#).

**b.** This chapter *does not* cover involuntary separation *unless* the employee is eligible for retirement under one of the four situations listed in paragraph *a* of this section. See Chapter 31 for instructions on processing involuntary separations under which the employee may be eligible for discontinued

service retirement.

**c.** This chapter *does not* cover employees eligible for MRA+10 retirement >who choose to postpone the annuity commencing date beyond 31 days after separation<. See Chapter 31 for processing instructions.

#### 1-2. Instructions.

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

**b.** If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate Standard Form 50s. *Do not process a conversion action.* Follow instructions in Chapter 3 of this **Guide** to select additional remarks for the appointment and to report the appointment to the Office of Personnel Management.

**c.** Use Table 30-A to select the nature of action and authority for the action and put them in blocks 5A-F of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.

**d.** Use Tables 30-B and 30-C to select as many remarks codes and remarks for the action as are applicable and put them in Part F of the Standard Form 52. Also enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

**e.** Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4; follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.

**f.** Prepare Standard Form 50, Notification of Personnel Action, from the information on the Standard Form 52. Refer to Chapter 4 to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

**g.** On or before the date of retirement, give the employee a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the Payroll Office where the individual's records are maintained.

Use the job aid, **Notice Requirements When an Employee Retires**, for additional notices required under specific circumstances.

**h.** Check **The Guide to Personnel Recordkeeping**, Chapter 3, to see which 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.

Note: The originals of the employee's health benefits and life insurance forms are submitted to the Office of Personnel Management with the retirement application. Make copies of these health benefits and life insurance forms and *file the copies on the right side of the employee's folder in chronological order*. Agencies are not authorized to keep the retirement application itself on the right side of the Official Personnel Folder. Therefore, if your agency keeps a copy of a retirement application until the retirement is approved, that copy may be filed temporarily on the *left* side of the employee's Official Personnel Folder and must be removed before the folder is sent to the National Personnel Records Center or to the next employing agency. Follow your agency's instructions to dispose of documents not filed in the folder.

**i.** Follow your agency's instructions to distribute documentation of the personnel action.

**j.** Follow the instructions in **The Guide to Personnel Recordkeeping**, Chapter 7, for transferring the Official Personnel Folder, and the Employee Medical Folder.

**Table 30-B. Remarks Required for Retirement Actions (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee's total salary includes a retention allowance			P78
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	***			***
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63

**NOTES:**

1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See [The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure 6-14 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the "35 hours equals 6 days of service credit." When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

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Table 30-C. Remarks and Codes

R U L E	A	B
	If Code is	The Remark is
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
6	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
7	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
8	M26	Employee was advised of opportunity to file grievance and elected to do so.
9	M27	Employee was advised of opportunity to file grievance and elected not to do so.
10	M58	No SES reinstatement rights.
11	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
12	M67	Forwarding address:
13	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
14	N26	Lump-sum payment to cover (number) hours ending (date and hour).
15	N27	Lump-sum payment to be made for any unused annual leave.
16	P05	Special rate under 5 U.S.C. 5305.

Table 30-C. Remarks and Codes (Continued)

R U L E	A	B
	If Code is	The Remark is
17	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
18	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
19	P78	Salary in block 12 includes retention allowance of \$_____.
20	***	***
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

## Chapter 31. Separations by Other than Retirement

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### 1. Coverage.

**a.** Separations are actions that end employment with an agency. This chapter covers separations by other than retirement. Actions covered include: resignations; terminations; removals; separations due to reduction in force; separations to enter the uniformed services; and deaths. It includes those involuntary separations under which the employee may be eligible for discontinued service retirement, or MRA+10 retirements >when the employee chooses to postpone the MRA+10 annuity commencing date beyond 31 days after separation<. (See Chapter 44 and 42, respectively, of [The CSRS and FERS Handbook](#).)

**b.** This chapter does not cover: retirements (Chapter 30); movements from one part of an agency to another (Chapter 14); changes in the human resource system serving the employee (not an official personnel action); or details to a State or local government, to an institution of higher learning, to another agency, or to an international organization (Chapter 14).

### 2. Definitions.

**a. Appeal Rights**—An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a proposed action by presenting evidence and/or calling witnesses before an agency official who has the authority to modify or rescind the proposed action. For purposes of this chapter, the right to challenge an action through procedures designed to handle complaints of

discrimination or violation of merit system principles is not an appeal right.

**b. Resignation**—a separation initiated by an employee.

**c. Resignation—ILIA** (in lieu of involuntary action)—a separation initiated by the employee under circumstances that meet the definition of “involuntary separation” in Chapter 44 of [The CSRS and FERS Handbook](#).

**d. Removal**—a separation from Federal service initiated by the agency, the Office of Personnel Management or the Merit Systems Protection Board under parts 359, 432, 731, or 752 of title 5, Code of Federal Regulations; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations. (Note: This Chapter covers actions that remove an employee from the agency. Most removals from the Senior Executive Service under part 359 result in conversion to an appointment outside the Senior Executive Service. These conversions are covered in Chapters 9-11.)

**e. Separation-Appt In (name of entity)**—a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions *AND* the employee will continue to receive Federal benefits.

**f. Separation-US (uniformed services)**—a separation action initiated by the agency when the employee enters on duty with the uniformed services. (Note: This action is not appropriate when an employee fails to return, and did not provide written notice of intent not to return. In that case, he or she is subject to the policy and disciplinary

action the agency would normally apply for a similar absence without approval.)

**g. Separation-RIF**—a separation from the agency under parts 351 or 359, title 5, Code of Federal Regulations, or as a consequence of reduction in force.

**h. Termination-Appt In (agency)**—a separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

**i. Termination during Prob/Trial Period**—an agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

**j. Termination-Exp of Appt**—a separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment.

**k. Termination-Sponsor Relocating**—an action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

### 3. Selection of Legal Authority.

**a. Meaning of “equivalent to CS Regs.”** For some actions covered by this Chapter, the legal authority will depend on whether the action is being taken under civil service laws and regulations, under agency procedures that are equivalent to those required under civil service laws and regulations, or under other procedures. To select the legal authority, you must know what procedures were used. If you are not sure, ask the person who approved the action. *You cannot select the correct*

*authority without knowing the procedures used to effect the action.*

**b. Agency-Unique Authorities.** If the action is being taken under an authority that is unique to your department or agency, cite that authority instead of the authority and code shown in this Chapter. The Office of Personnel Management must have issued an authority code before an agency-unique authority can be used instead of the authorities shown in this Chapter.

**c. Actions for Which the Agency Must Select the Authority.** For some actions you will be given a legal authority code and told to cite the appropriate authority.

(1) If a specific law, Executive Order, regulation, or agency directive was the basis for the action, cite it in the legal authority block on the Standard Form 52/50, *along with the legal authority code shown in the table.*

(2) When the employee is serving on a temporary appointment and no other law, Executive Order, regulation, or agency directive applies to the action, cite the appointment authority in the legal authority block on the Standard Form 52/50, *along with the legal authority code shown in the table.*

(3) For situations not described in paragraphs (1) and (2), cite “5 U.S.C. 302” in the legal authority block on the Standard Form 52/50, *along with the legal authority code shown in the table.* 5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it *only* in those rare instances when no other authority is appropriate for the action.

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of <i>proposed</i> position change for failure to satisfactorily complete that probationary period		S74
20		Resigns after being notified of <i>decision</i> on position change as a result of failure to satisfactorily complete that probationary period		S75
21	Employee received a reduction-in-force notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56
22			Gave reasons for declining the offer	S51, S54, and R55
23		Was not offered another job		S51 and S58
24	Separation is based on employee's declination of relocation			R53
25	Separation is based on employee's declination of assignment			R52
26	Employee is terminated after receiving a written notice of adverse action <i>proposed</i> by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the proposed adverse action (see Note 2 of this table)	The action proposed was a separation	S42
27			The action proposed was a demotion	S41
28			The action proposed was a suspension	S40
29	Employee is terminated after receiving a written notice of <i>decision</i> on an adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the pending adverse action (see Note 2 of this table)	The decision was a separation	S45
30			The decision was a demotion	S44
31			The decision was a suspension	S43

**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
<i>L</i>				
<i>E</i>				
32	Separation is ordered by the Merit Systems Protection Board			S73
33	Separation is ordered by the Office of Personnel Management			S46
34	Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board			S47
35	Nature of Action is <i>355/Termination—Exp of Appt</i>	Employee refused extension of appointment		S57
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78
37	Employee's total salary includes a retention allowance			P78
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)			P82
39	Employee's total salary includes a supervisory differential			P80
40	***			***

**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
<i>L</i>				
<i>E</i>				
73	Employee's separation is as a result of reduction in force	Employee is in Tenure Group I or II of the competitive service		M63
74	Employee will have reemployment rights			M64
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (see Note 2 of this table)		S48
77	Action is a 330/Removal			S47
**	***	***		***

## NOTES:

1. See Table 31-D to translate codes into actual remarks.
2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
3. When employee's reason for resigning is work-connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation.
5. See 5 CFR part 550, subpart G, to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.

## NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
7. Follow instructions in Figure 6-4 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equalled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.

**Table 31-D. Codes and Corresponding Remarks**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	***	***
9	G29	Intermittent employment totaled (number) hours in work status from (date) to (date) [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
10	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date) [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
11	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
12	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M26	Employee was advised of opportunity to file grievance and elected to do so.
14	M27	Employee was advised of opportunity to file grievance and elected not to do so.
15	M58	No SES reinstatement rights.
16	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
17	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
18	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
19	M63	To be placed on (agency) reemployment priority list until (date).
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$ ) severance pay fund to be paid at the rate of (\$ ) per week over (number) weeks beginning (date).

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
29	N23	Not entitled to severance pay.
30	N26	Lump-sum payment to cover (number) hours ending (date and hour).
31	N27	Lump sum payment to be made for any unused annual leave.
32	N59	OPF retained by (name & address of office).
33	P05	Special rate under 5 U.S.C. 5305.
34	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
35	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
36	P78	Salary in block 12 includes retention allowance of \$_____.
37	***	***
38	P80	Salary in block 12 includes supervisory differential of \$_____.
39	P82	Salary in block 12 includes AUO of \$_____.
40	P98	Salary in block 12 includes availability pay of \$_____.
41	R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
42	R52	Reason(s) for declination of assignment: (enter reason(s)).
43	R53	Reason(s) for declination of relocation: (enter reason(s)).
44	R55	Refused job offer because: (reasons given by employee).

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
45	S20	(State the conditions under which the employee abandoned the position.)
46	S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
47	S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
48	S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
49	S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
50	S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
51	S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
52	S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
53	S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
54	S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
55	S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
56	S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
57	S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
58	S46	Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation).
59	S47	Reason(s) for removal: (state reason(s)).
60	S48	Reason(s) for termination: (state reason(s)).
61	S51	RIF notice dated (date).