

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415
September 7, 2003

The Guide to Processing Personnel Actions

Update 42

***** NOTICE *****

As previously noted in earlier Updates, this Guide and its Updates are available for viewing/printing by accessing our web site (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

As we previously advised in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. The effective date continues to be shown on the cover page of the Update.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

Inquiries: For inquiries about information in this Update, contact the Division for Strategic Human Resources Policy, Deputy Associate Director - Center for HR Systems Requirements & Strategies, Personnel Systems Group by email at owi@opm.gov.

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-21 thru 4-30	Update 41 April 6, 2003	4-21 thru 4-30	Adds reference to "Senior Career Employee rank awards" to column entitled <i>When to Complete</i> or to column entitled <i>How to Complete</i> .
4-33 thru 4-34	Update 41 April 6, 2003	4-33 thru 4-34	Adds reference to "Senior Career Employee rank awards" to column entitled <i>When to Complete</i> .
9-1 thru 9-53	various	9-1 thru 9-53	<p>1) Reissues chapter in its entirety deleting footnotes.</p> <p>2) Updates authority code for Rules 1-4 of Table 9-B on page 9-13.</p> <p>3) Revises "Notes" for Table 9-B on page 9-13 to clarify whether selection is under Reg. 337.201 or an authority other than Reg. 337.201; and adds new legal authority code BAB; BAC; BAD; and BYO for hires under Reg. 337.201.</p> <p>4) Updates Rules 20 and 21 of Table 9-G on page 9-34 to reflect new title of VRA as "Veterans Recruitment Appointment" per Pub.L. 107-288, and to clarify education/training requirement.</p>

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-1 thru 10-56	various	10-1 thru 10-56	<p>1) Reissues chapter in its entirety deleting footnotes.</p> <p>2) Updates authority code for Rules 5 and 6 of Table 10-B on page 10-13.</p> <p>3) Updates Rules 17 and 18 of Table 10-B on page 10-16 to reflect new title of VRA as “Veterans Recruitment Appointment” per Pub.L. 107-288.</p> <p>4) Revises “Notes” for Table 10-B on pages 10-21 and 10-22 to clarify whether selection is under Reg. 337.201 or an authority other than Reg. 337.201; and adds new legal authority codes BAB; BAC; BAD; and BYO for hires under Reg. 337.201.</p> <p>5) Updates authority code for Rules 5 and 6 of Table 10-E on page 10-27.</p> <p>6) Updates Rules 9 and 10 of Table 10-E on page 10-27 to reflect new title of VRA as “Veterans Recruitment Appointment” per Pub.L. 107-288.</p> <p>7) Revises “Notes” for Table 10-E on page 10-32 to clarify whether selection is under Reg. 337.201 or an authority other than Reg. 337.201; and adds new legal authority code BAB; BAC; BAD; and BYO for hires under Reg. 337.201.</p> <p>8) Corrects information in Rules 14 and 15, Column F, of Table 10-F on page 10-35.</p> <p>9) Adds new Rules 1 and 2 to Table 10G on page 10-37 to reflect direct hire authority.</p> <p>10) Adds Note 3 to Table 10-G on page 10-40 reflecting new legal authority codes BAB; BAC; BAD; and BYO for hires under Reg. 337.201.</p> <p>11) Adds new Rules 20 and 21 to Table 10-H on page 10-45 to reflect direct hire authority.</p> <p>12) Adds Note 3 to Table 10-H on page 10-45 reflecting new legal authority codes BAB; BAC; BAD; and BYO for hires under Reg. 337.201.</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-11 thru 11-12	Update 41 April 6, 2003	11-11 thru 11-12	1) Updates Rules 9 through 13 of Table 11-A to reflect new title of VRA as "Veterans Recruitment Appointment" per Pub.L. 107-288; and changes legal authority code J8M to Pub.L. 107-288.
11-19 thru 11-19	Update 41 April 6, 2003	11-19 thru 11-19	1) Updates Notes 5 and 6 of Table 11-A to reflect new title of VRA as "Veterans Recruitment Appointment" per Pub.L. 107-288.
29-1 thru 29-7	various	29-1 thru 29-1	<p>1) Reissues chapter in its entirety deleting footnotes.</p> <p>2) Updates natures of action covered by chapter 29 on page 29-1 to include the newly established code 849.</p> <p>3) Updates "Contents" on page 29-2 to reference "Senior Career Employee Rank Awards".</p> <p>4) Updates "Coverage" section on page 29-3 to include newly established code 849/Senior Career Employee Rank Award.</p> <p>5) Updates guidance on pages 29-3 and 29-4 regarding when to process an SF-50 and filing instructions for the OPF to include reference to Senior Career Employee Rank Awards.</p> <p>6) Adds new rules 10 and 11 to Table 29 on page 29-6 regarding documenting Senior Career Employee Rank Awards for Meritorious Senior Professional, and Distinguished Senior Professional using nature of action code 849 and newly established legal authority codes V9N and V9P respectfully; and adjust numbering of remaining rules in Table 29 accordingly.</p>
34-1 thru 34-14	various	34-1 thru 34-1	<p>1) Reissues chapter in its entirety deleting footnotes.</p> <p>2) Updates the following Topics to reflect new title of VRA as "Veterans Recruitment Appointment" per Pub.L. 107-288: <i>Appointments</i> on page 34-2; <i>Diversity Programs</i> on page 34-4; <i>Transfer</i> on page 34-13; and <i>Veterans Recruitment Appointment (VRA)</i> on page 34-13.</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>
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	a. Leave blank when code & nature of action shown in blocks 6-A and 6-B are: (1) 350/Death, or (2) 355/Termination-Exp of Appt. b. Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation. c. Complete on all other actions when blocks 6-A and 6-B are completed.	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>a. Leave blank on actions that grant Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 878 and 849).<</p>	Enter position title and number shown in “To” portion of employee’s last Notification of Personnel Action.
8 Pay Plan	<p>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 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	<p>c. Completion is optional on other actions; follow your agency's instructions.</p>	
10 Grade or Level		<p>Enter grade or level shown in the “To” portion of employee's last Notification of Personnel Action:</p> <p>a. Enter “00” if employee is in the Senior Executive Service (SES).</p> <p>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>c. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p>d. 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>a. Leave blank on actions that grant Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 878 and 849).<</p> <p>b. Complete on:</p> <ol style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, and (3) any other action that moves employee to a different grade, step or rate. <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter step or rate for employee's current salary:</p> <p>a. 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. 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>c. Enter "00" for:</p> <ol style="list-style-type: none"> (1) employees in pay plan "GM;" and (2) employees who are already entitled to grade retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade. <p>d. 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>a. Leave blank on actions that grant Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 878 and 849).<</p> <p>b. Complete on:</p> <ol style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, (3) any other action that moves employees to a different salary, (4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and (5) any action that terminates availability pay (Nature of Action 819). <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Total salary is the amount of "adjusted basic pay" (block 12C) plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in a. below, this is the pay basis for the pay plan in block 8.</p> <p>a. When employee is entitled to grade retention, show total salary in terms of the pay basis for the pay plan under which the employee is paid. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per annum basis. To convert per hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per hour rate, divide annual rate by 2087.</p>

Continued on next page

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
12 Total Salary, continued	<p>a. Leave blank on actions that grant Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 878 and 849).<</p> <p>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 grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and</p> <p>(5) any action that terminates availability pay (Nature of Action 819).</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>b. If employment is without pay, enter six zeros ("000000").</p> <p>c. 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>d. On actions that terminate availability pay, enter dollar amount employee has been receiving.</p>
12A Basic Pay	<p>a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 818, 819, 878 and 849).<</p> <p>b. Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any action that changes employee's salary, or</p> <p>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter the employee's salary, excluding allowances, adjustments, and differentials.</p>

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

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
12B	Locality Adjustment	a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 818, 819, 878 and 849).<	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	b. Complete on:	Enter the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable.
12D	Other Pay	(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. c. Completion is optional for other actions; follow your agency's instructions.	a. Enter the difference between total salary (block 12) and adjusted basic pay (block 12C). b. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, retention allowance, or supervisory differential. c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 12 or 12D.
13	Pay Basis	a. Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service>or Senior Career Employee rank awards (Natures of Action 818, 878 and 849).< b. Complete on all other actions for which block 12 is completed.	Enter appropriate code for basis on which employee is currently being paid. Use The Guide to Personnel Data Standards to select the code. 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.

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>a. Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 818, 878 and 849).<</p> <p>b. Complete on:</p> <p style="padding-left: 20px;">(1) separations;</p> <p style="padding-left: 20px;">(2) actions that place employee in nonpay status; and</p> <p style="padding-left: 20px;">(3) any other action that moves employee to a different office.</p> <p>c. Completion is optional on other actions; follow your agency's instructions.</p>	<p>a. Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action.</p> <p>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>a. Leave blank on actions that:</p> <p style="padding-left: 20px;">(1) place employee in nonpay status,</p> <p style="padding-left: 20px;">(2) separations, and</p> <p style="padding-left: 20px;">(3) separation incentives.</p> <p>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>a. Leave blank on:</p> <p style="padding-left: 20px;">(1) actions that grant Senior Executive Service >or Senior Career Employee rank awards, and separation incentives (Natures of Action 878, 849 and 825).<</p> <p style="padding-left: 20px;">(2) separations,</p> <p style="padding-left: 20px;">(3) actions that place employee in nonpay status.</p> <p>b. Complete on all other actions.</p>	<p>a. 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. 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>c. 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>a. Leave blank on actions that document separation incentives and Senior Executive Service >or Senior Career Employee rank awards (Natures of Action 825 , 878 and 849).<</p> <p>b. Leave blank on separations and actions that place employee in nonpay status.</p> <p>c. Complete on all other actions.</p>	<p>a. Enter “00” if employee is in the Senior Executive Service.</p> <p>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>c. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p>d. 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>a. 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. 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>c. Enter “00” for:</p> <ol style="list-style-type: none"> (1) employees in pay plan “GM;” (2) employees who are entitled to grade retention or are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and (3) employees whose pay plans have no steps (for example, ST and SL). <p>d. When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p>e. When grade retention is not involved and the employee is in the competitive or excepted service (except for persons described in 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>a. 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. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter “0.”</p> <p>c. For actions other than administratively uncontrollable overtime pay, Senior Executive Service rank awards, >Senior Career Employee rank awards<, or separation incentives, enter 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. The total salary must be compatible with the pay basis for the pay plan under which the employee is paid. Except in cases described in d. below, this is the pay basis for the pay plan in block 16. For example, if the pay plan under which the employee is paid is “GS” or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p>d. When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system under which the employee is paid. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary on per annum basis. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p>e. When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12.</p> <p>f. If action is a separation incentive, enter the dollar amount of the separation incentive.</p> <p>g. If action is a Senior Executive Service rank award >or a Senior Career Employee rank award,< enter the dollar amount of the award.</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	a. 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 >or Senior Career Employee rank awards. (Natures of Action 818, 819, 825, 878 and 849).<	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. Complete on any action that changes employee's salary. c. Completion is optional for other actions; follow your agency's instructions.	a. Enter the difference between total salary (block 20) and adjusted basic pay (block 20C). b. Leave blank if employee is not entitled to administratively uncontrollable overtime pay, availability pay, retention allowance, or supervisory differential. c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21 Pay Basis	a. Leave blank on actions that document, administratively uncontrollable overtime pay, Senior Executive Service rank awards, >Senior Career Employee rank awards, and separation incentives (Natures of Action, 818, 825, 878 and 849).< b. Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid. Use The Guide to Personnel Data Standards 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>a. 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. 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>a. Enter organization name as it is shown on the position description.</p> <p>b. In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p>c. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23 Veterans' Preference	<p>a. Complete on appointments, conversions to appointments, actions that change veterans' preference (883) and separations.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference for appointment, adverse action, reduction in force, or performance-based action purposes. Use The Guide to Personnel Data Standards to select the appropriate code.</p>
24 Tenure	<p>a. Completion is optional on pay change actions; follow your agency's instructions.</p> <p>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 in The Guide to Personnel Data Standards, 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>

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>
28 Annuitant Indicator	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, (4) any action that results in a change in the code shown in this block.</p> <p>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 The Guide to Personnel Data Standards to select the code.
29 Pay Rate Determinant	<p>a. Complete on all actions on which block 20 shows salary.</p> <p>b. Leave blank on actions that document administratively uncontrollable overtime pay, Senior Executive Service rank awards, >Senior Career Employee rank awards, or separation incentives (Natures of Action 818, 878, 825 and 849).<</p>	Use Table 4-C or The Guide to Personnel Data Standards to select the code that best describes any special factors used in determining employee's rate of basic pay.
30 Retirement Plan	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>a. Use The CSRS and FERS Handbook for Personnel and Payroll Offices 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 Retirement Plan, continued		b. Use The Guide to Personnel Data Standards to select the appropriate code and definition.
31 Service Computation Date (Leave)	<p>a. Complete on:</p> <ul style="list-style-type: none"> (1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that result in a change to the service computation date for leave accrual. <p>b. Completion on other actions is optional; follow your agency's instructions.</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.)

Chapter 9. Career and Career-Conditional Appointments (Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541)

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Chapter 9. Career and Career-Conditional Appointments

1. Coverage.

This chapter covers permanent appointments in the competitive service by:

- a. appointment from a civil service certificate or under a direct hire recruiting authority or special authority;
- b. conversion or change of appointment, under either the same or a different authority, in the same agency without a break in service;
- c. transfer or movement from a permanent competitive service appointment in another agency without a break in service;
- d. reinstatement or reappointment for which the person qualifies because of an earlier permanent competitive service appointment;
- e. exercise of restoration or reemployment rights.

2. Special Conditions.

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

a. Person is retired. When the person being appointed is retired from Federal civilian service, follow the guidance in Chapter 3

(Figure 3-4), in addition to instructions in this chapter.

b. Return-to-duty on the same date. If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented.

Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 52, Request for Personnel Action (and Standard Form 50, Notification of Personnel Action), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

c. Changes to the work schedule or the number of hours. If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented.

Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in

work schedule or hours are being documented on a single Standard Form 52 (and Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.

When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and

conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate personnel action documenting the nature of action, Chg in Work Schedule, or Chg in Hours action.

Job Aid**Instructions for Processing Personnel Actions on Appointments in the Competitive Service**

STEP	ACTION
1	<p>Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the Standard Form 52, Request for Personnel Action.</p> <p>If a return to duty is documented on the same Standard Form 52, refer to section 2b of this chapter.</p>
2	<p>Use Table 9-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52.</p> <p>Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the Standard Form 52 as required by instructions in Chapter 4; follow your agency's procedures to get the approval signatures on the Standard Form 52.</p> <p>If the actions involve persons already employed by your agency, compare data on the Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>
6	<p>Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action; follow your agency's instructions to have the Standard Form 50 signed or authenticated.</p>
<i>Continued on next page</i>	

Job Aid

Instructions for Processing Personnel Actions on Appointments in the Competitive Service, continued

STEP	ACTION	
7	Prepare and distribute required notices:	
	If	Then
	Employee is coming from another agency with no break in service (or with a break of 3 calendar days or less)	<p>Make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the “losing” agency, requesting that employee’s Official Personnel Folder and Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the “pick-up 50”) to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.</p>
The person is being converted to a new appointment and will be serviced by a new payroll office.	Give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual’s records are maintained.	
8	Follow your agency’s instructions for distributing the copies of the Standard Form 50.	

Pages 9-7 and 9-8 are blank.

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles

<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 the</i>	<i>And the Person</i>	<i>And the</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this</i>
<i>L</i>	<i>Appointment Is</i>		<i>Appointment</i>				<i>table)</i>
<i>E</i>	<i>Based On</i>		<i>Is</i>				
1	Selection from a Civil Service certificate of eligibles established under the Administrative Careers with America (ACWA) examination	Is not on your agency's rolls	Career	100	Career Appt	ACA	CS Cert No___ ACWA
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Selection from a Civil Service certificate of eligibles for a worker-trainee developmental job (see Note 2 of this table)	Is not on your agency's rolls	Career	100	Career Appt	A2M	CS Cert No___ WTO
6			Career-Conditional	101	Career-Cond Appt		
7		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles (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 the</i>	<i>And the Person</i>	<i>And the</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this</i>
<i>L</i>	<i>Appointment Is</i>		<i>Appointment</i>				<i>table)</i>
<i>E</i>	<i>Based On</i>		<i>Is</i>				
9	Selection from a Civil Service certificate of eligibles not described in Rules 1-8.	Is not on your agency's rolls	Career	100	Career Appt	ACM	CS Cert No____
10			Career-Conditional	101	Career-Cond Appt		
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		
13	The person previously was within reach on a Civil Service Certificate for career or career-conditional appointment to his or her position	Has been employed continuously since being reached	Career	500	Conv to Career Appt	LSM and ACM	Reg. 315.703 and CS Cert No____
14			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles (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>L</i> <i>E</i>	<i>If the Appointment Is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	OPM Delegation Agr (no), (name of installation issuing (certificate), Cert No ____
16			Career-Conditional	101	Career-Cond Appt		
17	Is already on the rolls of your agency	Career	500	Conv to Career Appt			
18		Career-Conditional	501	Conv to Career-Cond Appt			

NOTES:

1. The following legal authorities may be cited in addition to any other authority or authorities required by this table.
 - *ZLM: Other Citation (law, E.O., or Reg.)* May be used when appropriate.
 - When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show *ABL: Bicultural/Bilingual Selective Factors*. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50).
2. A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels.

Page 9-12 is blank.

Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority

<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 the Appointment is</i>	<i>And The Person</i>	<i>And the</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code</i>	<i>Authority Is (See Notes</i>
<i>L</i>	<i>Based On</i>		<i>Appointment Is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Is</i>	<i>below)</i>
<i>E</i>							
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	AYM, and see Notes 1-2.	Direct-Hire Authority (cite OPM authority and date)
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is made under the Administrative Careers With America Outstanding Scholar Program, show as the first authority (in blocks 5C-5D or 6C-6D) *AYM: Luevano Decree*; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABK: ACWA Outstanding Scholar Program*.

2. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

<u>Occupation:</u>	<u>Authority Code to be cited:</u>
Medical	BAB: GW001 (MED)
Information Technology Management	BAC: GW002 (IT)
Positions in support of the Iraqi reconstruction efforts	BAD: GW003 (Iraqi).
OPM approved single agency authority	BYO: OPM Approved Single Agy Auth

3. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block of the SF-52/50.

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

<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 the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
<i>L</i>							
<i>E</i>							
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (see Note 2 of this table)	130	Transfer	KTM	Reg. 315.501
2			To a higher grade (see Note 2 of this table)			KVM	Reg. 315.501 Prom
3			To a lower grade (see Note 2 of this table)			KXM	Reg. 315.501 CLG
4	Transfer under 5 CFR 330.707, the Interagency Career Transition Assistance Plan		To the same grade or to a position in a different pay plan			ABS	Reg. 330.707
5			To a lower grade (see Note 2 of this table)			ABT	Reg. 330.707 CLG
6	Transfer under 5 CFR 330.608, the Agency Career Transition Assistance Plan					ABR	Reg. 330.608
7	Transfer of an Administrative Law Judge from one agency to another					SZT	Reg. 930.206

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)**

(Do not use this table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (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 the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 this table)</i>
<i>L</i>							
<i>E</i>							
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Reg. 315.401
9			Career-Conditional	141	Reins-Career-Cond		
10		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
11			Career-Conditional	541	Conv to Reins-Career-Cond		
12	Reinstatement from your agency's Reemployment Priority List	Is not on your agency's rolls,	Career	140	Reins-Career	NUM	Reg. 330.207
13			Career-Conditional	141	Reins-Career-Cond		
14		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
15			Career-Conditional	541	Conv to Reins-Career-Cond		
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of unacceptable performance during the SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a) and Reg. 315.401
17			Career-Conditional	541	Conv to Reins-Career-Cond		

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)**

(Do not use this table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (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 the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 this table)</i>
<i>L</i>							
<i>E</i>							
18	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of less than fully successful performance following the SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1) and Reg. 315.401
19			Career-Conditional	541	Conv to Reins-Career-Cond		
20		Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT and KQM	
21			Career-Conditional	541	Conv to Reins-Career-Cond		
22		Is moved out of the SES because of failure to be recertified	Career	540	Conv to Reins-Career	VCW and KQM	
23			Career-Conditional	541	Conv to Reins-Career-Cond		
24	Reinstatement of a former Administrative Law Judge who has served with absolute status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	Reg. 930.207
25	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	Conv to Reins-Career	KQM and ZLM	Reg. 315.401 and (Cite specific authority that brought the position into the competitive service)
26			Career-Conditional	541	Conv to Reins-Career Cond		

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)**

(Do not use this table for anyone selected from a CS Certificate or under a Direct Hire Recruiting Authority) (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 the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 this table)</i>
<i>L</i>							
<i>E</i>							
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on the rolls of your agency	Career	140	Reins-Career	KQM and ZLM	Reg. 315.401 and (Cite specific authority that brought the position into the competitive service)
28			Career-Conditional	141	Reins-Career-Cond		
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not already on the rolls of your agency	Career	140	Reins-Career	ABS	Reg. 330.707
30			Career-Conditional	141	Reins-Career-Cond		
31		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
32			Career-Conditional	541	Conv to Reins-Career-Cond		
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not already on the rolls of your agency	Career	140	Reins-Career	ABR	Reg. 330.608
34			Career-Conditional	141	Reins-Career-Cond		
35		Is on the rolls of your agency	Career	540	Conv to Reins-Career		
36			Career-Conditional	541	Conv to Reins-Career-Cond		

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

<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 the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
<i>L</i>							
<i>E</i>							
37	Reinstatement under an authority not covered under Rules 8 - 36	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)
38			Career-Conditional	141	Reins-Career-Cond		
39		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
40			Career-Conditional	541	Conv to Reins-Career Cond		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade.

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

<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>
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	CS Rule 6.7--FAA Agr
2			Career-Conditional	101	Career-Cond Appt		
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not employed by your agency	Career	100	Career Appt	K1M	Reg. 315.601
4			Career-Conditional	101	Career-Cond Appt		
5		Is already employed by your agency	Career	500	Conv to Career Appt		
6	Career-Conditional		501	Conv to Career-Cond Appt			
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	CS Rule 6.7--NRC Agr
8			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>
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	CS Rule 6.7-TVA Agr
10			Career-Conditional	101	Career-Cond Appt		
11		Is being converted to another appointment in your agency within one year following involuntary separation from the TVA without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to 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>
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7–VA Agr
14			Career-Conditional	101	Career-Cond Appt		
15		Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt		
16			Career-Conditional	501	Conv to Career-Cond Appt		
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt		
18			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>
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr
20			Career-Conditional	501	Conv to Career-Cond Appt		
21	Service under the Department of Defense Civilian Intelligence Personnel Management System (CIPMS)	Is moving from the CIPMS without a break in service to an appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7—CIPMS Agr
22			Career-Conditional	101	Career-Cond Appt		
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the CIPMS without personal cause (see Note 2 of this table)	Career	500	Conv to Career Appt		
24			Career-Conditional	501	Conv to 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>
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	Reserved						
38	Reserved						
39	Reserved						
40	Reserved						

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. Rules 23 and 24 will apply when a former Civilian Intelligence Personnel Management System (CIPMS) employee is employed in your agency after an involuntary separation without personal cause from CIPMS and then is converted to career or career-conditional appointment within one year of the CIPMS separation.

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Table 9-E. Appointment Based on Service in a Position Brought into the Competitive Service

<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 the Appointment Is</i>	<i>And The Person</i>	<i>And The</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
<i>L</i>	<i>Based On</i>		<i>Appointment Is</i>	<i>NOAC Is</i>			<i>(See Notes 1 and 2 of</i>
<i>E</i>							<i>this table)</i>
1	Service in a position that was brought into the competitive service while the person was on active military duty	Is not on your agency's rolls	Career	100	Career Appt	K7M	Reg. 315.603(a)(1)
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Service in a position that was brought into the competitive service before the employee left the position	Is not on your agency's rolls	Career	100	Career Appt	K9M	Reg. 315.603(a)(2)
6			Career-Conditional	101	Career-Cond Appt		
7		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
8			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-E. Career Conditional and Career Appointment Based on Service in a Position Brought into the Competitive Service (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 the Appointment Is Based On</i>	<i>And The Person</i>	<i>And The Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
9	Service in a position that was brought into the competitive service before the employee's separation for compensable injury or during the period of statutory restoration rights following such an injury	Is not on your agency's rolls	Career	100	Career Appt	K8M	Reg. 315.603(a)(3)
10			Career-Conditional	101	Career-Cond Appt		
11		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		
13	The employee's position having been brought into the competitive service under conditions not covered in Rules 1-12 (see Note 4 of this table)	Is already on the rolls of your agency and does not meet requirements for reinstatement (see Note 3 of this table)	Career	500	Conv to Career Appt	LLM	Reg. 315.701
14			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite *BWM: OPM Delegation Agr* following the authorities required by this table and *ZLM*, if used.
3. When the reinstatement authority is cited, go to Table 9-C instead.
4. When a position in public or private enterprise is initially taken over by the Federal government, see instructions for Appointment—Status Quo in Chapter 10.

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

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

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

<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 the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
8	Person serving a term appointment under EO 12015	Is not already on your rolls	Career-Conditional	101	Career-Cond Appt	ZJM	EO 12015
9			Career	100	Career Appt		
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond Appt		
11			Career	500	Conv to Career Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this table.

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

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

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

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
22	Service under the Student Career Experience Program of the Student Educational Employment Program	Is not on your agency's rolls	Career	100	Career Appt	ZJM	E.O. 12015
23			Career-Conditional	101	Career-Cond Appt		
24		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
25			Career-Conditional	501	Conv to Career-Cond Appt		
26	Service under the Presidential Management Intern Program	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708
27			Career-Conditional	101	Career-Cond Appt		
28		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
29			Career-Conditional	501	Conv to Career-Cond Appt		
30	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(t), (u), or (gg)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
31			Career-Conditional	501	Conv to Career-Cond Appt		
32	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
33			Career-Conditional	101	Career-Cond Appt		
34		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
35			Career-Conditional	501	Conv to Career-Cond Appt		

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

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

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

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

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

<i>R</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 the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
<i>L</i>							
<i>E</i>							
55	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L2K	Reg. 315.711
56			Career-Conditional	501	Conv to Career-Cond Appt		
57	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106-117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117, Sec. 511
58			Career-Conditional	101	Career-Cond Appt		
59		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
60			Career-Conditional	501	Conv to Career-Cond Appt		
61	Circumstances or an authority not described in Rules 1-60	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2 of this table)
62			Career-Conditional	101	Career-Cond Appt		
63		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
64			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights

<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>L</i> <i>E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
1	Return from uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	Career	100	Career Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
2			Career-Conditional	101	Career-Cond Appt		
3	Merit Systems Protection Board (MSPB) directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3 of this table)		Career	100	Career Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
4			Career-Conditional	101	Career-Cond Appt		
5	Statutory rights after employee fully recovers from a compensable injury		Career	100	Career Appt	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
6			Career-Conditional	101	Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (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 L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore		Career	100	Career Appt	AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
8	or improper restoration after employee recovers from a compensable injury (see Note 3 of this table)		Career-Conditional	101	Career-Cond Appt		
9	Employee's partial recovery from a compensable injury		Career	100	Career Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
10			Career-Conditional	101	Career-Cond Appt		
11	Employee having moved between executive agencies during an emergency		Career	100	Career Appt	PWM and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.204 and (Cite authority for appointment held prior to separation upon which reemployment is based)
12			Career-Conditional	101	Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (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>L</i> <i>E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
13	Employee having transferred to an international organization		Career	100	Career Appt	P3M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.311 and (Cite authority for appointment held prior to separation upon which reemployment is based)
14			Career-Conditional	101	Career-Cond Appt		
15	Service under Sec. 233(d) and 625(b) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	P5M and (Cite auth code for appt held prior to separation upon which reemployment is based)	Reg. 352.507 and (Cite authority for appointment held prior to separation upon which reemployment is based)
16			Career-Conditional	101	Career-Cond Appt		
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
18			Career-Conditional	501	Conv to Career-Cond Appt		
19	Service under Sec. 625(d) of the Foreign Assistance Act of 1961	Is not on your agency's rolls	Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite 22 U.S.C. 2385(d)) and (Cite authority for appointment held prior to separation upon which reemployment is based)
20			Career-Conditional	101	Career-Cond Appt		
21		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
22			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-H. Appointment Based on Exercise of Restoration or Reemployment Rights (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 L E</i>	<i>If the Restoration or Reemployment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes 1 and 2 of this table)</i>
23	Employee's service with the American Institute in Taiwan	Is not on your agency's rolls	Career	100	Career Appt	P7M	Reg. 352.803
24			Career-Conditional	101	Career-Cond Appt		
25	Circumstances not described in Rules 1-24		Career	100	Career Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
26			Career-Conditional	101	Career-Cond Appt		

NOTES:

1. Legal authority, *ZLM: Other Citation (law, E.O., or Reg.)*, may be cited in addition to any other authority or authorities required by this table.
2. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
3. If the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

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

<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 Code Is</i>	<i>And Remark Is</i>
<i>L</i>				
<i>E</i>				
1	Employee was required to complete an appointment affidavit, Standard Form 61, Appointment Affidavit.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade).
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).

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>
8	Appointment is career	Employee has completed the service requirement for career tenure	T07	Completed service requirement for career tenure from (date) to (date).
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.
10	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.
11		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.
12		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
13	Action is conversion to career appointment from a temporary appointment pending establishment of a register (TAPER) under 5 CFR 315.704	Conversion is processed retroactively because of error or oversight	T30	Reason for retroactive action:

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (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 Code</i>	<i>And Remark Is</i>
<i>L</i>			<i>Is</i>	
<i>E</i>				
14	Employee qualified for position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
15	Employee is assigned to a worker-trainee developmental position		E39	Employee is assigned to a worker-trainee development position.
16	Employee is a seasonal employee, i.e., one who is employed under conditions requiring a recurring period of employment of less than 2080 hours per year in which he or she is placed in nonpay status in accordance with pre-established conditions of employment		A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement. (See Note 3 of this table)
17	Employee was selected from a list of candidates or eligibles established under agency merit promotion or merit staffing procedures		K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
18	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed).
19	Action is a transfer or reinstatement	Agency modified OPM qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.

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>
20	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
21	Action is conversion to appointment of an employee who is being retained on the agency's rolls under a temporary exception to reduction in force release	Their retention has been documented with a 755/ Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
22	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 6 of this table)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).
23	Employee is on the rolls of another agency in a nonpay status (see Note 6 of this table)		M33	On nonpay status in (agency).
24	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).
25	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
26	Employee is converted from a Senior Executive Service (SES) appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.

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>
27	Employee declined conversion to a Senior Executive Service (SES) appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
28	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
29	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
30	Employee is appointed to or converted to a supervisory General Schedule (GS) position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
31	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate).
32		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
33	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50, Notification of Personnel Action, is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

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>	
34	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
35		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
36	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
37			X61	Retained grade will not be used for purposes of reduction-in- force.	
38			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
39			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 4 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
40			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 4 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.

Table 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 If</i>	<i>B And</i>	<i>C Then Remark Code Is</i>	<i>D 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		X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363			
45		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.
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	Reserved			
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 The CSRS and FERS Handbook	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 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (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 Code</i>	<i>And Remark Is</i>
<i>L</i>			<i>Is</i>	
<i>E</i>				
59	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
60	Reserved			
61	Employee is eligible for health benefits coverage	Is working on a part-time schedule of 16-32 hours per week covered by the Federal Employees Part-Time Career Employment Act of 1978	B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
62	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
63	Employee is eligible for life insurance coverage	Is working on a part-time schedule	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this Standard Form 50. However, Basic Life insurance coverage is always at least \$10,000.
64	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.
65		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (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 Code</i>	<i>And Remark Is</i>
<i>L</i>			<i>Is</i>	
<i>E</i>				
66	Employee is not eligible to enroll in a health benefits plan		B03	Ineligible for health benefits.
67	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.
68	Office that provides personnel service (including Official Personnel Folder (OPF) maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and OPF is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
69	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
70		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
71			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 7 of this table)

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (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 Code</i>	<i>And Remark Is</i>
<i>L</i>			<i>Is</i>	
<i>E</i>				
72	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 8 of this table)

NOTES:

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

Chapter 10. Nonstatus Appointments in the Competitive Service
(Natures of Action 107, 108, 112, 115, 120, 122, 124, 190, 507, 508, 512, 515,
520, 522, 524, 590, 760, and 765)

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Chapter 10. Nonstatus Appointments in the Competitive Service

1. Coverage.

This chapter covers all competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.

2. Definitions.

a. Appointment Not To Exceed includes temporary or limited appointments made for periods up to one year or less.

b. Provisional Appointment is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment *and* has current authority for such conversion.

c. Temporary Appointment Pending Establishment of a Register (sometimes referred to as “TAPER” appointment) is a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected.

d. Term Appointment is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of

a project nature where the job will terminate upon completion of the project.

e. Appointment-Status Quo is an appointment that is used to keep an employee in a position when the position is moved into the competitive civil service and when the employee is not eligible for or selected for conversion to competitive service.

f. Emergency Appointment is an indefinite appointment made in a national emergency, as defined in 5 CFR part 230, subpart D.

g. Overseas Limited Appointments are appointments of United States citizens who are recruited either overseas or in the United States for overseas employment. The appointments can be made **(1)** on an indefinite basis, **(2)** for a term or period not-to-exceed 5 years under programs for rotating career and career-conditional employees between overseas areas and the United States or **(3)** on a temporary limited basis for a period not-to-exceed one year.

3. Special Conditions.

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

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

b. Return to duty on the same date. If an employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty action and the conversion must be documented. Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 50, Notification of Personnel Action, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

c. Changes to the work schedule or the number of hours. If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single

Standard Form 50, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, enter the new hours per pay period in block 33. When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate change in work schedule or change in hours action.

d. Employee was separated by reduction in force. If an employee who is to be separated by reduction in force procedures accepts a nonpermanent *appointment* in the same agency, each action must be documented separately regardless of when the new appointment begins: the losing office processes a 356/Separation-RIF action and the gaining office processes the new appointment.

Job Aid

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service

STEP	ACTION															
1	<p>Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.</p> <p>For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>															
2	<p>Select the nature of action and authority from the tables listed below.</p>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><i>For</i></th> <th style="width: 50%; text-align: center;"><i>Use</i></th> </tr> </thead> <tbody> <tr> <td>Temporary Appointments</td> <td>Table 10-B</td> </tr> <tr> <td>Provisional Appointments</td> <td>Table 10-C</td> </tr> <tr> <td>Temporary Appointments Pending the Establishment of a Register</td> <td>Table 10-D</td> </tr> <tr> <td>Term Appointments</td> <td>Table 10-E</td> </tr> <tr> <td>Status Quo Appointments</td> <td>Table 10-F</td> </tr> <tr> <td>Emergency Appointments</td> <td>Table 10-G</td> </tr> <tr> <td>Overseas Limited Appointments</td> <td>Table 10-H</td> </tr> </tbody> </table>	<i>For</i>	<i>Use</i>	Temporary Appointments	Table 10-B	Provisional Appointments	Table 10-C	Temporary Appointments Pending the Establishment of a Register	Table 10-D	Term Appointments	Table 10-E	Status Quo Appointments	Table 10-F	Emergency Appointments	Table 10-G	Overseas Limited Appointments
<i>For</i>	<i>Use</i>															
Temporary Appointments	Table 10-B															
Provisional Appointments	Table 10-C															
Temporary Appointments Pending the Establishment of a Register	Table 10-D															
Term Appointments	Table 10-E															
Status Quo Appointments	Table 10-F															
Emergency Appointments	Table 10-G															
Overseas Limited Appointments	Table 10-H															
3	<p>Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>															
4	<p>Reserved.</p>															
5	<p>Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.</p>															
6	<p>Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:</p> <ul style="list-style-type: none"> — not-to-exceed date for appointment — ending date for trial period 															
<p><i>Continued on next page</i></p>																

Job Aid

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service, continued

STEP	ACTION	
7	Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
8	Prepare and distribute required notices:	
	<i>IF...</i>	<i>THEN...</i>
	the person is being converted to a new appointment and will be serviced by a new payroll office	give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.
employee is coming from another agency with no break in service (or with a break of three calendar days or less)	<p>make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and leave record (Standard Form 1150) be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.</p>	

Job Aid**Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service, continued**

STEP	ACTION	
9	<i>IF...</i>	<i>THEN...</i>
	Follow your agency instructions to distribute the Standard Form 50 copies.	

Pages 10-8 through 10-12 are blank.

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
1	Reserved						
2	Reserved						
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management	Is not employed by your agency		115	Appt NTE (date)	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __
4		Is already employed by your agency		515	Conv to Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM, and see Notes 4 & 5	Direct Hire Authority (cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
7	Based on agency's authority to make temporary appointments by selection from a register or outside a register in accordance with procedures in 5 CFR part 333	Is not an employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appte NTE (date)	M6M	Reg. 316.402(b)(1)
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, 315.605, 315.606, 315.607, or 315.609	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)(3)
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK	E.O. 12721
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)(7)
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)		
17	Based on eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)(2)
18		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)(4)
20		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
21	Reserved						
22	Reserved						
23	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006
24		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
25	Based on service with the General Accounting Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	31 U.S.C. 732(g)
26		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

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

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
32	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 3325
33		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
34	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM	Reg. 316.701
35	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM	P.L. 99-586
36	Based on service as an Administrative Law Judge					Is not already an employee of your agency	SZX
37		Is already employed in your agency	515	Conv to Appt NTE (date)			

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
38	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	Reg. 316.702
39	Based on restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		115	Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
40	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 4 of this table)			115	Appt NTE (date)	ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)

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

<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 Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2& 4 of this table)</i>
41	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
42		Is already employed in your agency		515	Conv to Appt NTE (date)		
43	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.707
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

NOTES:

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.
3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), *ABL: Bicultural/Bilingual Selective Factor*.

See Page 10-22 for a continuation of Notes from this Table.

Table 10-C. Provisional Appointment NTE (date)

<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 Appointment is</i>	<i>And the Person</i>	<i>Then the Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note below)</i>
1	Temporary to a continuing position when the agency intends to later convert the employee to a nontemporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)		

NOTE: Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B.

NOTES continued from page 10-21, Table 10-B “Appointments Not to Exceed”:

5. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

Occupation:

Medical
Information Technology Management
Positions in support of the Iraqi reconstruction efforts
OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)
BAC: GW002 (IT)
BAD: GW003 (Iraqi)
BYO: OPM Approved Single Agy Auth

Table 10-D. Temporary Appointment Pending Establishment of a Register

<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 Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
1	Under a general Office of Personnel Management recruiting authority in the absence of eligibles for a Worker-Trainee Program position	Is not an employee of your agency	112	Temp Appt-PER	MBM	Reg. 316.201(b)
2		Is already employed by your agency	512	Conv to Temp Appt-PER		
3	Under a general OPM recruiting authority in the absence of eligibles for a position not described in Rules 1 and 2 that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM	Reg. 316.201
4		Is already employed by your agency	512	Conv to Temp Appt-PER		
5	Under a specific recruiting authority in the absence of eligibles for a position that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM and AYM	Reg. 316.201 and Direct-Hire Authority (Cite OPM authority, and date)
6		Is already employed by your agency	512	Conv to Temp Appt-PER		
7	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	112	Temp Appt-PER	ZTM	P.L. 99-586
8	Based on service with the General Accounting Office	Is not an employee of your agency	112	Temp Appt-PER	ZQM	31 U.S.C. 732(g)
9		Is already employed by your agency	512	Conv to Temp Appt-PER		

Table 10-D. Temporary Appointment Pending Establishment of a Register (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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes 1&2 of this table)</i>
10	Based on service under the personnel system of the Administrative Office of the U.S. Court	Is not an employee of your agency	112	Temp Appt-PER	ZTU	28 U.S.C. 602
11		Is already employed by your agency	512	Conv to Temp Appt-PER		
12	Based on exercise of restoration rights by employee after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
13	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after uniformed service (see Note 3 of this table)				ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury				QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-D. Temporary Appointment Pending Establishment of a Register (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes 1&2 of this table)</i>
15	Based on employee's partial recovery from compensable injury		112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Ordered by the Merit Systems Protection Board when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 3 of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
17	Based on exercise of reemployment rights under circumstances not covered in Rules 12-16				ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	Other citation (Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
18		Is already on the rolls of your agency	512	Conv to Temp Appt-PER		

NOTES:

1. *ZLM: Other Citation (Law, E.O. or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use [The Guide to Personnel Data Standards](#) to identify the code for that legal authority.
3. When the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

Table 10-E. Term Appointment

<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 Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
1	Reserved					
2	Reserved					
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and see Notes 3 & 4	Direct-Hire Authority (cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Reg. 316.302(b)(1)
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(b)(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(b)(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(b)(7)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(b)(4)
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, 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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	(Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
20	Reserved					
21	Reserved					
22	Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	E.O. 12721
23		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
24	Reserved					
25	Reserved					
26	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	P.L. 99-586

Table 10-E. Term Appointment, 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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
27	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 3325
28		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
29	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302(b)(8)	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	Reg. 316.302(b)(8)
30		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
31	Based on service with the General Accounting Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	31 U.S.C. 732(g)
32		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
33	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-E. Term Appointment, continued

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 3 of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.707
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 and 3 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

2. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.

3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.

4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstructin efforts

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BYO: OPM approved Single Agy Auth

Table 10-F. Status Quo Employment

<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 Appointment is Based on</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
1	Completion of a course of training by a disabled veteran	Is not on your agency's rolls	124	Appt-Status Quo	LBM	Reg. 315.604
2		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
3	Retention of person whose position in public or private enterprise is taken over by the Federal Government		124	Appt-Status Quo	NJM	Reg. 316.701
4	Retention of an employee who is serving in an excepted service position when that position is brought into the competitive service	Is not on your agency's rolls			NMM	Reg. 316.702
5		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
6	A statute or Executive order waiving the civil service requirements when competitive status is not conferred by the authority	Is not on your agency's rolls	124	Appt-Status Quo	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment)
7		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		
8	The person possessing rare skills	Is not on your agency's rolls	124	Appt-Status Quo	NFM	Reg. 316.601
9		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		

Table 10-F. Status Quo Employment (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>If the Appointment is based on</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
10	Exercise of statutory restoration rights by employee upon full recovery from compensable injury		124	Appt-Status Quo	QBK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
11	An order from MSPB issued after former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note 2 of this table)				AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
12	Employee's partial recovery from compensable injury				QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
13	Exercise of restoration rights, after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.			QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-F. Status Quo Employment (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>If the Appointment is Based on</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
14	MSPB directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		124	Appt-Status Quo	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Exercise of reemployment rights not covered under Rules 10-14	Is not on the rolls of your agency			ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
16		Is already on the rolls of your agency	524	Conv to Appt-Status Quo		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

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Table 10-G. Emergency Appointment

<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 Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
1	Under a direct hire authority	Is not an employee of your agency	107	Emergency Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
2		Is already employed in your agency	507	Conv to Emergency Appt		
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	107	Emergency Appt	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __
4		Is already employed in your agency	507	Conv to Emergency Appt		
5	From outside a civil service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	Reg. 230.402(c)
6		Is already employed in your agency	507	Conv to Emergency Appt		
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	Reg. 230.402(d)(1)
8		Is already employed in your agency	507	Conv to Emergency Appt		
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)
10		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)
12		Is already employed in your agency	507	Conv to Emergency Appt		
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2 of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Based on employee's partial recovery from compensable injury				QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.			QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation under which restoration is based)

Table 10-G. Emergency Appointment (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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.707
23		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (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>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

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

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstructin efforts

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BYO: OPM approved Single Agy Auth

Table 10-H. Overseas Limited Appointment

<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 the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
1	Is a U.S. citizen recruited overseas	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HNM	Reg. 301.201
2			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt		
3		To a position overseas for a limited term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S. after specified periods of service	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)		
4			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
5	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To an overseas position for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	HRM	Reg. 301.202
6			Is already on the rolls of your agency	520	Conv to O/S Ltd Appt		

Table 10-H. Overseas Limited Appointment (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 the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
7	Is a U.S. citizen recruited (because of unusual or emergency conditions which make it infeasible to appoint from a register) in an area where overseas limited appointment is not authorized	To a position overseas for a term NTE five years when time limitation is part of a general program for rotating career and career-conditional employees between overseas areas and the U.S.	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	HRM	Reg. 301.202
8			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
9	Is hired for overseas temporary employment to meet administrative needs	For one year or less	Is not on your agency's rolls	122	O/S Ltd Appt NTE (date)	H3M	Reg. 301.203(c)
10			Is already on the rolls of your agency	522	Conv to O/S Ltd Appt NTE (date)		
11	Is exercising restoration rights under 38 U.S.C. 4301 et. seq. after return from uniformed service	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QAK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
12		To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)		

Table 10-H. Overseas Limited Appointment (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 the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
13	Is hired based on MSPB directive when employee appeals agency failure to restore or improper restoration after	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
14	uniformed service (see Note 2 of this table)	To a position overseas for a period NTE 5 years or less		122	O/S Ltd Appt NTE (date)		
15	Is hired based on exercise of statutory restoration rights after full recovery from compensable injury			120	O/S Ltd Appt	QBK and (Cite auth for appt held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-H. Overseas Limited Appointment (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 the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
16	Hired based on partial recovery from compensable injury	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	QCK and (Cite auth code for appt held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
17	Is hired based on an MSPB directive when a former employee appeals agency's failure to restore or improper restoration upon recovery from compensable injury (see Note 2 of this table)					AQM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-H. Overseas Limited Appointment (Continued)

R U L E	A	B	C	D	E	F	G
	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
21			Is already on your agency's rolls	520	Conv to O/S Ltd Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

2. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

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

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BYO: OPM approved Single Agy Auth

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

<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>
1	Employee was required to complete a Standard Form 61, Appointment Affidavit		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade).
5	Appointment requires employee to complete a trial period	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).

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>
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	Reserved			
10	Reserved			
11	Reserved			
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.

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>
13	Person is already employed in your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)
14	Action is based on employee's eligibility for reinstatement	Agency modified the Office of Personnel Management's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.
15	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
16	Employee is being retained by the agency under a temporary exception to reduction in force release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.
17	Person is employed by another agency on a part-time or intermittent appointment		M34	On part-time or (intermittent) appointment in (agency).
18	Person is employed by another agency in a nonpay status	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
19	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service position or because of employee's failure to be recertified in the Senior Executive Service	M58	No SES reinstatement rights.

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>
21	Employee declined conversion to a Senior Executive Service appointment		M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.
22	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
23	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
24	Employee is appointed to or converted to a supervisory General Schedule position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
25	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate.)
26		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
27	Rate increase (other than a within-grade increase) is due on effective date of action	A separate Standard Form 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.

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>	
28	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
29		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
30	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
31			X61	Retained grade will not be used for purposes of reduction-in-force.	
32			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
33			Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (see Note 3 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
34			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 3 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier.

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>
35	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
36			X49	Change to lower grade is for personal cause.
37	Employee who is moved out of the Senior Executive Service 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.
38	Employee is entitled to pay retention under 5 U.S.C. 5363			
39		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.
40	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.
41			X42	Pay retention entitlement is terminated.
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Nature of Action Code for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
43		Nature of Action Code for this appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of \$_____.

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	Reserved			
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 The CSRS and FERS Handbook for Personnel and Payroll Offices	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	Reserved			
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 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>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 5 of this table)

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
65	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)

NOTES:

1. Use as many remarks as are applicable.
2. Reserved.
3. Use this remark in addition to those required by Rules 30-32.
4. Reserved.
5. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
6. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

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

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the person</i>	<i>And the appointment</i>	<i>And the person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>And Authority is (See Notes 1-4 of this table)</i>
9	Is already employed under the >Veterans Recruitment Appointment< (VRA) in a different agency	Is to a VRA position without a break in service		130	Transfer	J8M	>Pub. L. 107-288<
10	Is being employed under the >Veterans Recruitment Appointment< (VRA) on an appointment without time limitation (see Note 5 of this table)		Is not on your agency's rolls	170	Exc Appt		
11	Is being employed under the >Veterans Recruitment Appointment< (VRA) on a temporary appointment (see Note 6 of this table)		Is already on the rolls of your agency	570	Conv to Exc Appt		
12	Is being employed under the >Veterans Recruitment Appointment< (VRA) on a temporary appointment (see Note 6 of this table)		Is not on your agency's rolls	171	Exc Appt NTE (date)		
13	Is being employed under the >Veterans Recruitment Appointment< (VRA) on a temporary appointment (see Note 6 of this table)		Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
14	Is a student in a high school diploma program	Is under the Student Temporary Employment Program of the Student Educational Program	Is not on your agency's rolls	171	Exc Appt NTE (date)	Y1K	Sch B, 213.3202(a)-HS
15			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		

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

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

NOTES:

1. ZLM: Other Citation (Law, EO, or Reg) may be cited in addition to any other authority or authorities required by this Table. Cite ZLM immediately after the authority or authorities required by this table. If a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.

2. If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used.

3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.

4. For information on **Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulation**. For authority codes for Schedules A, B, and C, see Figure 11-1, or **The Guide to Personnel Data Standards**.

5. Individuals receiving >Veterans Recruitment Appointments< are placed in Tenure Group II of the Excepted Service.

6. These instructions apply only when the >Veterans Recruitment Appointment< is to a position in an excepted service agency or organization. When a >Veterans Recruitment Appointment< is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.

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Chapter 29. Bonuses and Awards (Natures of Action 815, 816, 825, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 878, and 879)

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Chapter 29. Bonuses and Awards

1. Coverage.

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

- 815/Recruitment Bonus,
- 816/Relocation Bonus,
- 825/Separation Incentive,
- 840/Individual Cash,
- 841/Group Cash,
- 842/Individual Suggestion/Invention (only those recognized with cash),
- 843/Group Suggestion/Invention (only those recognized with cash),
- 844/Foreign Language Awards (always given to individuals as cash; only approved for law enforcement positions),
- 845/Travel Savings Incentive (always given to individuals as cash; only allowed for agencies that have established travel savings incentive programs),
- 846/Individual Time Off,
- 847/Group Time Off,
- 848/Referral Bonus,
- 849/Senior Career Employee Rank Award
- 878/SES Rank Award, and
- 879/SES Performance Award.

b. Central Personnel Data File. All actions described in this chapter must be reported to the Central Personnel Data File (CPDF). Use the nature of action codes and, if required, legal authority codes in Table 29 to report these actions to the Central Personnel Data File. Refer to the operating manual, **The Guide to the Central Personnel Data File**, for specific instructions.

2. Separation Incentive.

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

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

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

3. Senior Executive Service Rank, and Senior Career Employee Rank Awards.

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

b. Standard Form 50. A Standard Form 50 should be prepared to document Senior Executive Service Rank, and Senior Career Employee Rank Awards. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

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

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

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

Recruitment Bonus,
Relocation Bonus,
Individual Cash,
Group Cash,
Individual Suggestion/Invention,

Group Suggestion/Invention,
Foreign Language Awards,
Travel Savings Incentive,
Individual Time Off,
Group Time Off,
Referral Bonus and
Senior Executive Service Performance Award.

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

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>
1	Made to an individual employee	Cash Award is based on contribution/performance	840	Individual Cash Award
2		Cash Award is based on suggestion/invention	842	Individual Suggestion/ Invention Award
3		Employee will receive time off as a result of achievement	846	Individual Time Off Award
4	Made to a group of employees	Award is based on group contributions that do not represent suggestions or inventions.	841	Group Cash Award
5		Award is based on a group suggestion/invention	843	Group Suggestion/ Invention Award
6		A group of employees will receive time off as a result of achievements	847	Group Time Off Award
7	To a law enforcement officer whose job responsibilities involve substantial use of foreign language skills in job		844	Foreign Language Award
8	Given to employees who achieve travel savings	Agency has an established travel savings incentive program in place	845	Travel Savings Incentive
9	Given to employees who refer applicant(s) who are hired and successfully employed by the agency	Agency has established criteria in place for granting referral bonuses	848	Referral Bonus

Table 29. Bonuses and Awards

<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 Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
10	Senior Career Employee Rank Award for Meritorious Senior Professional	Employee holds a career appointment in an OPM-allocated SL or ST position; is paid under 5 U.S.C. 5376; and have at least 3 years of (continuous or non-continuous) career or career-type Federal civilian service above GS-15.	849	Senior Career Employee Rank Award	V9N	5 U.S.C. 4507a(c)
11	Senior Career Employee Rank Award for Distinguished Senior Professional				V9P	
12	Senior Executive Service Rank Award for Meritorious Executive		878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
13	Senior Executive Service Award for Distinguished Executive				V8G	5 U.S.C. 4507(e)(2)
14	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384

Table 29. Bonuses and Awards

<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 Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
15	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
16	A relocation bonus not described in Rule 17		816	Relocation Bonus		
17	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay		ZTY	P.L. 101-509, Sec. 407		
18	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 5597
19		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
20		Not Rule 18 or 19			ZAA	(Enter Agency Authority) (See Note 2)

NOTES:

1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.

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Chapter 34. Topic Index

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

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