

U.S. OFFICE OF PERSONNEL MANAGEMENT
OPERATING MANUAL UPDATE

Washington, DC 20415
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The Guide to Processing Personnel Actions

Update 43

***** NOTICE *****

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, Human Resources personnel should 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	
1-3 thru 1-4	Update 41 April 6, 2003	1-3 thru 1-4	1) Revises citation from "Section 7.2, civil service rule VII" to "Section 9.2, civil service rule IX." 2) Adds reference to "Student Loan Repayment" as an action not requiring a Notification of Personnel Action. 3) Corrects title of the operating manual from "The Guide to the Central Personnel Data File" to "The Guide to Central Personnel Data File Reporting Requirements."
1-7 thru 1-8	Update 41 April 6, 2003	1-7 thru 1-8	Corrects title of the operating manual from "The Guide to the Central Personnel Data File" to "The Guide to Central Personnel Data File Reporting Requirements."
3-31 thru 3-32	Update 41 April 6, 2003	3-31 thru 3-32	Adds second reference for Comptroller General Decisions.
4-15 thru 4-18	Update 41 April 6, 2003	4-15 thru 4-18	1) Adds second reference on Page 4-15 for Comptroller General Decisions. 2) Adds reference on Page 4-17 under "Purpose" to Senior Career Employee Rank Award as an action requiring an SF-50.
4-23 thru 4-24	Update 42 September 7, 2003	4-23 thru 4-24	Deletes reference to SES pay rates 1-6, and adds reference that such actions be documented as "00".
4-27 thru 4-28	Update 42 September 7, 2003	4-27 thru 4-28	Deletes reference to SES pay rates 1-6, and adds reference that such actions be documented as "00".

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-35 thru 9-53	Update 42 September 7, 2003	9-35 thru 9-55	<p>1) Changes Rules 22-25 on page 9-35 to indicate they are "Reserved."</p> <p>2) Revises column A in Rules 26-29 on page 9-35 from "Presidential Management Intern Program" to "Presidential Management Fellows Program;" and added reference to Note 3 in Column G.</p> <p>3) Changes Rules 61-64 on page 9-38 to reference documentation of service under the Federal Career Intern Program with new legal authority code LYP.</p> <p>4) Adds Rules 65-68 on page 9-39 to reference documentation of service under the Student Career Experience Program of the Student Educational Employment Program (previously this was shown as Rules 22-25 of this Table).</p> <p>5) Adds Rules 69-72 on Page 9-39 to document circumstances or an authority not described elsewhere in Table 9-G (previously this was shown as Rules 61-64 of this Table).</p> <p>6) Adds new Note 3 on Page 9-39 regarding appointment in competitive service upon completion of Presidential Management Fellows Program.</p> <p>7) Adds reference that page 9-40 is blank so all remaining pages in this chapter have been renumbered accordingly.</p>
10-3 thru 10-6	Update 42 September 7, 2003	10-3 thru 10-6	<p>1) Deletes reference to term "TAPER" on page 10-3.</p> <p>2) Deletes reference to "TAPER" with respect to Table 10-D on page 10-5, and indicates it is reserved.</p>
10-13 thru 10-14	Update 42 September 7, 2003	10-13 thru 10-14	Deletes Rules 7 and 8 as agencies can no longer make new TAPER appointments.
10-19 thru 10-25	Update 42 September 7, 2003	10-19 thru 10-22	<p>1) Corrects reference in Rule 40 on page 10-26 from "Note 4" to "Note 3."</p> <p>2) Adds reference to Page 10-22 that Table 10-D has been deleted.</p> <p>3) Deletes in its entirety Table 10-D as agencies can no longer make new TAPER appointments.</p>

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-31 thru 10-32	Update 42 September 7, 2003	10-31 thru 10-32	Corrects reference in rule 34 from "Note 3" to "Note 2."
11-9 thru 11-9	Update 41 April 6, 2003	11-9 thru 11-9	Revises page numbers for "under another authority."
11-17 thru 11-18	Update 41 April 6, 2003	11-17 thru 11-18	Changes Rules 59 and 60 to document appointment as a Fellow under E.O. 13318 with new legal authority X7M.
11-27 thru 11-30	Update 41 April 4, 2003	11-27 thru 11-30	1) Updates Rule 23 on Page 11-28 and revises Remark Code A04 to reflect new conditions of the Presidential Management Fellows Program. 2) Corrects reference in Rule 27 on page 11-29 from "Veterans Readjustment Authority (VRA) to "Veterans Recruitment Appointment (VRA)."
13-1 thru 13-17	various	13-1 thru 13-17	1) Reissues chapter in its entirety deleting footnotes. 2) Adds new remark code M97 for documenting actions which subject SES members to post-employment restrictions under 18 USC 207(c) as Rule 7 on page 13-13. 3) Adds new remark code M97 documenting SES members subject to post-employment restrictions under 18 USC 207(c) as Rule 18 on page 13-17, and renumbers remaining Rules accordingly.
17-13 thru 17-14	Update 41 April 6, 2003	17-13 thru 17-14	Adds reference that Table 17-B was previously deleted.
17-27 thru 17-29	Update 41 April 6, 2003	17-27 thru 17-29	1) Revises language in Rule 5 on Page 17-27 as the SES no longer has pay levels 1-6. 2) Adds reference on Page 17-29 that Table 17-E was previously deleted.
17-35 thru 17-35	Update 41 April 6, 2003	17-35 thru 17-35	Adds new Rule 34 explaining when to use new remark code M97 for SES members subject to post-employment restrictions under 18 USC 207(c).

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
29-1 thru 29-7	Update 42 September 7, 2003	29-1 thru 29-7	<ol style="list-style-type: none"> 1) Adds reference to new NOA 817 in header on page 29-1. 2) Adds reference to new NOA 817 under Section 1(a) on page 29-3. 3) Adds reference to new NOA 817 under Section 4(c) on page 29-4. 4) Changes the information shown in Rule 10 on Page 29-5 to add new NOA 817 for Student Loan Repayment, and renumbers remaining Rules accordingly. 5) Revises reference in Rule 21, Column B, on Page 29-7 to indicate "Not Rule 19 or 20."
34-1 thru 34-2	Update 42 September 7, 2003	34-1 thru 34-2	Deletes reference to "Temporary pending establishment of register (TAPER)" on Page 34-1.
35-1 thru 35-16	various	35-1 thru 35-16	<ol style="list-style-type: none"> 1) Reissues chapter in its entirety deleting footnotes. 2) Corrects definition of "realignment" on page 35-10. 3) Adds reference to "Temp Appt-Per" on Page 35-14 that the term "TAPER" is deleted as of Update 43 dated July 25, 2004.

Chapter 1. The Guide to Processing Personnel Actions

Subchapter 1. Introduction to this Guide

1-1. Authority.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section >9.2,< civil service rule >IX,< is based on that statute and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders.

1-2. Coverage.

“The Guide to Processing Personnel Actions” (**Guide**) contains the Office of Personnel Management’s instructions on how to prepare personnel actions. Agencies may supplement the **Guide** with additional instructions and may require personnel action documentation in addition to what is called for in the **Guide**. However, in no case may an agency document derogatory or medical information on a personnel action if the information is not authorized by this **Guide**.

1-3. Documentation of Personnel Actions.

a. Request for Personnel Action. For most of the personnel actions you process, there will be a Request for Personnel Action, Standard Form 52, or a similar agency form approved by the Office of Personnel Management as an exception to the Standard

Form 52. The Standard Form 52 is usually initiated by the office or supervisor who wants to take a personnel action, such as the appointment of an employee; occasionally the personnel office initiates the form. The requester completes one part of the Standard Form 52 and forwards it to others (such as the budget office) whose approval is required by the agency. The form is then sent to the personnel office for review and clearance by classification, staffing, and other personnel specialists, and for signature by the individual(s) to whom authority to approve personnel actions (appointing authority) has been delegated. Chapter 4, of this **Guide**, explains how to complete the Standard Form 52; if your agency has an exception to the Standard Form 52, approved by the Office of Personnel Management, the instructions in Chapter 4 apply to it as well. After the Standard Form 52 has been completed and the requested action has been approved, the form is sent to the personnel clerk or assistant who uses it to process the action in the agency’s automated personnel system.

b. The Notification of Personnel Action

Standard Form 50, Standard Form 50-B, list form of notice, or an exception to one of these forms approved by the Office of Personnel Management, constitutes official documentation of Federal employment. Chapter 4, of this **Guide**, explains how to complete the Standard Form 50 and list form of notice. If your agency has an exception to the Standard Form 50 approved

by the Office of Personnel Management, the instructions in Chapter 4 apply to it, as well.

(1) The Notification of Personnel Action must be prepared for all accessions, conversions, and separations - nature of action codes beginning with 1, 5, or 3 - and for all corrections and cancellations of these actions. For these actions, the Notification of Personnel Action is required both as official notification to the employee and as official documentation of the action. The employee must receive a Notification of Personnel Action for these actions. A copy of the Notification of Personnel Action must be filed on the right side of the Official Personnel Folder. Accessions and separations due to mass transfer may be documented by a list form rather than the Standard Form 50.

(2) The Notification of Personnel Action is not required for the following actions:

Exception to Reduction in Force Release;
 Realignment;
 Recruitment Bonus;
 Relocation Bonus;
 >Student Loan Repayment;<
 Time Off Award;
 Foreign Language Award;
 Gainsharing Award;
 Suggestion Award;
 Invention Award;
 Special Act or Service Award;
 Senior Executive Service Performance Award; and
 Performance Award.

These actions are **not** documented on the right side of the Official Personnel Folder. At the agency's option, they may be documented on the left side of the Official Personnel Folder while the person is employed in the agency. Agencies may choose to use the Notification of

Personnel Action to notify employees of these actions or they may choose other methods of notification. Other notification methods must meet the requirements in Chapter 4 of this **Guide**.

(3) For all other actions, the Notification of Personnel Action must be prepared and filed on the right side of the Official Personnel Folder. Agencies may choose to notify employees of the action with a copy of the Notification of Personnel Action or with another method that meets the requirements in Chapter 4 of this **Guide**.

c. Central Personnel Data File.

Much of the Standard Form 52 and Standard Form 50 information is collected to meet Government-wide human resource information needs. This information is reported to the Central Personnel Data File (CPDF), a centralized automated information system that provides statistics on Executive Branch employment to the Congress, Office of Personnel Management, and other agencies. This information is used in a variety of ways to evaluate and formulate human resource systems and programs. Unless specifically authorized in the operating manual, **The Guide to >Central Personnel Data File Reporting Requirements,<** all personnel actions described in this **Guide** are reported in Central Personnel Data File dynamics submissions.

1-4. Nature of Action (NOA), Legal Authority, and Remarks.

Each chapter on processing actions contains instructions on how to select the nature of action, the legal authority(ies), and the remarks for the action. A complete list

K	Position Change Actions
M	Miscellaneous Information
N	Pay In Addition To or Outside of Salary to Relocate or to Accept Reassignment
P	Rate of Pay
R	Employee's Reason for Resignation, Retirement, Failure to Relocate or accept Reassignment
S	Agency's Comments on Employee's Separation
T	Tenure
X	Retained Grade and Pay
Y-Z	(Reserved for internal use by agencies)

1-5. Other Standard Form 50 Data.

The Office of Personnel Management has developed standard codes to record other data on personnel action forms and to report data to the Central Personnel Data File. These codes and their definitions are published in [The Guide to Personnel Data Standards](#). Only the codes published in [The Guide to Personnel Data Standards](#) and in this **Guide** may be used to document information in the following blocks of the Standard Form (SF) 52, SF 50, and SF 50-B:

<u>SF52</u>	<u>SF 50/SF 50-B</u>
B-5-6	5-6
B-8-13	8-13
B-16-21	16-21
B-23-24	23-24
B-26-30	26-30
B-32-35	32-35
B-37-38	37-38
B-45-51	47-48

1-6. Cancellations and Retroactive Personnel Actions.

When a personnel action is determined to be in error, follow the instructions in Chapter 32 of this **Guide** regarding proper action to take.

1-7. Need for Accuracy and Use of Personnel Action Data.

a. Personnel action data are used by both employing agencies and the Office of Personnel Management. They are used by agency personnelists and managers to make decisions about employees, for example, whether a current employee is qualified for promotion, is eligible for reinstatement, etc. Agencies and the Office of Personnel Management's Workforce Information and Planning Group use employee data, including nature of action and authority, to generate statistics providing a wide variety of information on the Federal workforce to the President, Congress, Office of Personnel Management personnel program managers, agencies, and to the public. This information is used to make policy decisions on personnel programs which affect current and future Federal employees. The data reported to the Central Personnel Data File are also used by the National Personnel Records Center to provide locator and general reference service concerning Federal employees.

b. To protect the interests of both the employee and the Government, it is critical that actions be documented correctly and

that data on each action discussed in this **Guide** be reported to the Office of Personnel Management's Central Personnel Data File accurately and on a timely basis; the operating manual, **The Guide to >Central Personnel Data File Reporting Requirements**,< explains how and when to submit data to the Central Personnel Data File. When personnel action data are received by the Office of Personnel Management, they are rigorously screened and edited. Lists of errors found in

the screening process are sent back to the submitting agencies.

1-8. Questions Regarding Unusual Cases.

An agency's Human Resources Office should direct questions to the Deputy Associate Director, Center for HR Systems Requirements & Strategies by facsimile at 202-606-1719 or email at owi@opm.gov.

Figure 3-1. Comptroller General (GC) Decisions Concerning Effective Dates

Topic	Decision Number(s)
Prior approval for appointment	18CG907 >(B-3691) and 20CG267 (B-13405)<
Oath of office to be taken before employee can be paid	21CG817 >(B-23607)<
Holiday pay when conversion action is involved	30CG344 >(B-100674)<
Move to another agency	34CG428 >(B-122860)<
Transfers where travel and transportation expenses are concerned	26CG862 >(B-65146)<
Relation of effective date to entry on duty date	24CG150 >(B-43828) and 45CG660 (B-158844)<
Prior approval for promotion	3CG559 >(No A or B number applicable) and 9CG20 (A-27284)<
Promotion that follows a detail	24CG563 >(B-47029)<
Salary change resulting from allocation or reallocation of a position	30CG156 >(B-97803)<
Compensation for services rendered prior to appointment	8CG582 >(A-26950) and 20CG267 (B-13405)<
Compensation for service during an interval between appointments	17CG323 >(A-88946)<

Figure 3-2. How and When to Credit Service for Qualifications and Civil Service Benefit Purposes

Proper for which credit is given	Period during which employee served improperly when the action is allowed to stand		Period in which person served but was not appointed (See Note 2 below)	Period covered by decision ordering person placed retroactively in a position/appt. In which they have not served
	Credit from effective date of improper action (See Note 1 below)	Credit from date the improper action is corrected		
Qualifications (experience)	yes	no	yes	Credit as if employee had actually served in the position/ appointment
Reinstatement eligibility	no	yes	no	
Time-in-grade				
Career Tenure				
Completion of initial appointment or supervisory/managerial probation	yes	no		credit time employee actually served on the position/appt. for which the probation is required
Service Date-Leave				Credit as if employee had actually served in the position/ appointment
Service Date-Reduction-in-Force				
Service Date-Retirement				
Within Grade Increase waiting period				
Leave Accrual				
Health Benefits				
Life Insurance				
Workers' Compensation				
Service - Severance Pay				

NOTES:

1. When the appointment is void (for example, made in violation of an absolute statutory prohibition or the employee was guilty of fraud in regard to the appointment or deliberately misrepresented or falsified a material matter). NO credit may be given for service in the appointment.
2. Person is entitled to be paid for service performed.

Job Aid**Comptroller General (CG) Decisions Concerning Effective Dates**

Prior to the establishment of the Office of Personnel Management's Claims Adjudication Unit (see 5 CFR 178.101), claims involving Federal employees' compensation were adjudicated by the General Accounting Office. Listed below are decisions issued that affect the setting of effective dates for personnel actions.

Prior approval
for appointment . . . **18CG907 >(B-3691)**
and 20CG267 (B-13405)<

Prior approval for
promotion . . . **3CG559 >(no A or B number
applicable) and 9CG20**
(A-27284)<

Oath of office to be taken
before an employee can be paid . . . **21CG817**
>(B-23607)<

Compensation for services rendered prior to
appointment . . . **8CG582 >(A-26950)**
and 20CG267 (B-13405)<

Holiday pay when conversion
action is involved . . . **30CG344**
>(B-100674)<

Compensation for service during an interval
between appointments . . . **17CG323**
>(A-88946)<

Move to another agency **34CG428**
>(B-122860)<

Transfers where travel and
transportation expenses
are concerned . . . **26CG862 >(B-65146)<**

Relation of effective date to
entry on duty date . . **24CG150**
>(B-43828) and 45CG660 (B-158844)<

Promotion that follows a detail **24CG563**
>(B-47029)<

Salary change resulting from
allocation or reallocation
of a position . . . **30CG156 >(B-97803)<**

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

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

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
1 Name	Complete on all actions.	<p>a. When a requesting office has entered the employee's name, check it against the Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly.</p> <p>b. When a requesting office has not entered employee's name, enter it in capital letters, listing the last name first, followed by the first name or initial and middle name or initials. Do not enter "Mr.," "Mrs.," "Ms.," "Miss," "Dr.," "Prof.," or any other title.</p> <p>c. In reporting a change of name, show present name in this block and the former name in block 5-B, along with the name change nature of action.</p>
2 Social Security Number	Complete on all actions.	<p>a. When a requesting office has entered the employee's social security number (SSN), check it against the employee's Official Personnel Folder, application/resume, or the Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When a requesting office has not entered employee's SSN, enter the SSN shown on the employee's application/resume or the Official Personnel Folder.</p>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
2 Social Security Number, continued	Complete on all actions.	<p>b. A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below:</p> <p>American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island);</p> <p>Canton and Enderbury Islands;</p> <p>Commonwealth of Puerto Rico;</p> <p>Guam;</p> <p>Howland, Baker, and Jarvis Islands;</p> <p>Johnston or Cornwallis Island, and Sand Island;</p> <p>Kingman Reef;</p> <p>Swan Islands;</p> <p>Virgin Islands of the United States;</p> <p>Wake Island;</p> <p>Midway Islands;</p> <p>Navassa Island;</p> <p>Palmyra Island;</p> <p>Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and</p> <p>Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p>c. When employee does not have a social security number. If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the 4-digit Personnel Office Identifier number assigned by the Office of</p>

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Job Aid

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
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. ***</p> <p>b. ***</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; > (3) SES members; and (4) Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions.< <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>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
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> <ul 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 grants, changes or terminates administratively uncontrollable overtime pay (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>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> <ul style="list-style-type: none"> (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. <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>
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. ***</p> <p>b. ***</p> <p>c. Enter “00” for:</p> <p>(1) employees in pay plan “GM;”</p> <p>(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</p> <p>(3) employees whose pay plans have no steps (for example, ST, >SL, and SES); and</p> <p>(4) Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain SES provisions.<</p> <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>

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	>Reserved<						
23							
24							
25							
26	Service >as a Fellow under the Presidential Management Fellows Program<	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708 >(See Note 3 of this table)<
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 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>
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	>Service under the Federal Career Intern Program	Is not on your agency's rolls	Career	100	Career Appt	LYP	Reg. 315.712<
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		

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>
>65	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
66			Career-Conditional	101	Career-Cond Appt		
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
68			Career-Conditional	501	Conv to Career-Cond Appt		
69	Circumstances or an authority not described in Rules 1-68	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)<
70			Career-Conditional	101	Career-Cond Appt		
71		Is already on the rolls of your agency	Career	500	Conv to Career		
72			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 #)."
- >3. Upon successful completion of the Program, a Fellow or Sr. Fellow may be appointed to a position in the competitive service immediately after completion or at a later date, once, without competition.<

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</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>
7	Merit Systems Protection Board (MSPB) directive when employee appeals agency's failure to restore or improper restoration after employee recovers from a compensable injury (see Note 3 of this table)		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			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>If the Restoration or</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 (See</i>
<i>L</i>	<i>Reemployment is Based</i>		<i>Appointment Is</i>	<i>NOAC Is</i>			<i>Notes 1 and 2 of</i>
<i>E</i>	<i>On</i>						<i>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</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>
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 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 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 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>
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</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>					
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</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
41	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
42			X49	Change to lower grade is for personal cause.
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed	Employee's salary is 150% of the maximum rate of the grade to which assigned	X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363		X41	Salary is 150% of maximum rate of grade to which assigned.
45				
46	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.
47			X42	Pay retention entitlement is terminated.
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
49	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$_____.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	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

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. ***

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>“Reserved”</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	“Reserved”	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															
“Reserved”	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>	

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

R U L E	A	B	C	D	E	F	G	
	<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	***						
8	***						
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>
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 receiving an annuity under the Civil Service Retirement System	Is not already an employee of your agency
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 >3< 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

>Pages 10-23 thru 10-26 are blank as Table 10-D has been deleted<

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>
34	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)		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 Summary: Table 11-A. Excepted Service Appointments

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	7-8
Under VRA authority	9-13
Under the Student Educational Employment Program	14-33
Based on a move from the SES	34-37
By the President	38-45
Of an Expert or Consultant	46-49
Of a foreign national overseas	50-53
Under the IPA	54
Not listed above	
! Under Schedule A, B, or C authority	1-4, 55-58
! Under another authority	>59-66<
! Extension of an Exc Appt	67

Page 11-10 is blank.

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>
47	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	H2L	Reg. 304.103
48		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
49			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
50	Is a foreign national recruited overseas for an overseas position	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	BPM	CS Rule 8.3
51			Is already on the rolls of your agency	570	Conv to Exc Appt		
52		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
53			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
54	Is selected under the Intergovernmental Personnel Act (IPA)	Is under the authority of 5 U.S.C. 3374	Is not on your agency's rolls	171	Exc Appt NTE (date)	VPE	5 U.S.C. 3374

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

<i>R U L E</i>	<i>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>
55	Is employed under the authority of Sch A, 213.3102(i) in a position for which a critical hiring need exists	Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)	W9P	Sch A, 213.3102(i)(2)
56			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)		
57		Is without time limitation on a less than full-time basis	Is not on your agency's rolls	170	Exc Appt		
58			Is already on the rolls of your agency	570	Conv to Exc Appt		
59	>Is employed as a Fellow under authority of E.O. 13318, and cannot be appointed under Sch A authority	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	X7M	E.O. 13318<
60			Is already on the rolls of your agency	570	Conv to Exc Appt		
61	Reserved						
62	Reserved						

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

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
20	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (see Note 5 of this table)	A08	Employment under this and previous appointment must not exceed (number) hours a year.
21	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
22	Appointment is made under Schedule A, Sec. 213.3102(g)		A15	Total compensation during service year may not exceed 40% of salary for GS-3/1; salary increase resulting from a within grade increase will not count against this limitation.
23	Appointment is made >as a Fellow or Sr. Fellow under E.O. 13318< (see Note 6 of this table)		A04	Appointment is NTE 2 years. Upon satisfactory completion of >the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program,< employment will be terminated.
24			The employee is currently employed under a nontemporary appointment in the competitive service	A24

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
25	Appointment is made under the Student Temporary Employment Program (Sch B, Sec. 213.3202(a))		A30	This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.
26	Appointment is made under the Student Career Experience Program (Sch B, Sec. 213.3202(b)) (see Note 6 of this table)		A31	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.
27	Appointment is made under the >Veterans Recruitment Appointment< (VRA)—5 CFR, part 307 (see Note 6 of this table)	Appointment is to a competitive service agency and <i>not</i> to an excepted service agency or organization	A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
28	Employee is already on the rolls of your agency	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)

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

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

Chapter 13. Senior Executive Service (SES)
(Natures of Action 142, 143, 145, 146, 147, 148, 149, 190, 542, 543, 546, 548, 549, 590, and 762)

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Chapter 13. Senior Executive Service (SES)

1. Coverage.

This chapter covers all appointments, conversions to appointments, and extensions of limited appointments in the Senior Executive Service.

2. Definitions.

a. An appointment establishes an individual as an employee of the agency.

b. A conversion changes an employee from one appointment to another appointment in the same agency without a break in service (for example, from the competitive service to the Senior Executive Service, from a Senior Executive Service Noncareer to a Senior Executive Service Career Appointment or vice versa, or from the excepted service to the Senior Executive Service).

c. A Provisional Appt NTE is the nature of action used for a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment.

3. Instructions.

(When the person being appointed is retired from Federal civilian service, follow the instructions in Chapter 3 as well as those below.)

a. For actions involving persons already employees of your agency, compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel

Folder to be sure they are correct.

b. If the 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 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 (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. 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.

(1) 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 an action to change the hours, enter the new hours per pay period in block 33.

(2) 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 action, document the new work schedule in block 32 and the new hours in block 33; there is no need for separate actions to change the work schedule and change the hours.

d. Use Table 13-A or 13-B to select the nature of action, legal authority, and remarks for the appointment or conversion and put them in blocks 5A-5F and Part F of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.

e. Use Table 13-C to select codes for remarks required in special situations.

f. Use Table 13-D to convert remarks codes into remarks and enter remarks in Part F of the Standard Form 52.

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

h. Follow instructions in Chapter 4 to complete the Standard Form 50. Follow your

agency's instructions to have it signed or authenticated.

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

k. Prepare and distribute required notices:

(1) If 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 office where the individual's payroll records are maintained.

(2) If the employee is coming from another agency, follow instructions in the Office of Personnel Management's operating manual, **The Guide to Personnel Recordkeeping**, to request the Official Personnel Folder.

l. Distribute Standard Form 50 copies as appropriate.

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES)

<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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Elects conversion to SES when his or her position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service		542	Conv to SES Career Appt	NRM	Reg. 317.304	E23, E24, P48, and T55
2	Requests conversion to an SES Career Appointment when his or her position is converted to the SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar position			NTM	Reg. 317.305(b)(3)	
3	Elects conversion to SES when his or her position is converted to SES	Has reinstatement eligibility to a position in the competitive service	Is currently serving under a time-limited appointment in the excepted service which followed, without a break in service, a career-type appointment in a position which has been designated as in the SES			NXM	Reg. 317.306(b)(3)	

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
4	Elects conversion to SES when his or her position is converted to SES	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in a similar position	The employee's position is designated as SES general	546	Conv to SES Noncareer Appt	NSM and AUM	Reg. 317.305(b) and OPM letter	E23, P48, and T55
5			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position					
6		Is currently serving under a time limited appointment in a position which will not terminate within three years	The employee's position is designated as SES general			NWM and AUM	Reg. 317.306 (b)(2) and OPM letter	
7			The position is designated as SES career reserved and the agency assigns the employee to an SES general position					

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Elects conversion to SES when his or her position is converted to SES	Is currently serving under a time-limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action		548	Conv to SES Ltd Term Appt NTE (date)	NVM	Reg. 317.306 (b)(1)	E23, P48, and T55
9	Is selected competitively for SES Career Appointment	Qualifications Review Board at OPM has certified the executive's qualifications	The person is not on your agency's rolls	142	SES Career Appt	V2M	5 U.S.C. 3393	E23 and T55
10			The person is already on the rolls of your agency	542	Conv to SES Career Appt			
11	Is selected for SES Career Appointment based on reinstatement eligibility from a previous SES Career Appointment	Is reinstated after serving under Presidential appointment	Is not on your agency's rolls	143	Reins-SES Career	VCJ	5 U.S.C. 3593(b)	
12			Is already on the rolls of your agency	543	Conv to Reins-SES Career			
13		Action is not covered under Rules 11 and 12	Is not on your agency's rolls	143	Reins-SES Career	VBJ	5 U.S.C. 3593(a)	
14			Is already on the rolls of your agency	543	Conv to Reins-SES Career			

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
15	Moves without a break in service from an SES Career Appointment in one agency to an SES Career Appointment in another agency			145	Transfer SES Career	V6M	5 U.S.C. 3395(a)(1)(B)	E23 and T55
16	Is selected for SES Noncareer Appointment	Moves without a break in service from an SES Noncareer Appointment in one agency to an SES Noncareer Appointment in another agency		147	Transfer SES Noncareer	VAG and AWM	5 U.S.C. 3395(d)(2) and OPM Form 1652	
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls	146	SES Non-career Appt	V4L and AWM	5 U.S.C. 3394(a) Noncareer and OPM Form 1652	
18			The person is already on the rolls of your agency	546	Conv to SES Non-career Appt			

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Is selected for SES Limited Term Appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M	5 U.S.C. 3394(a) Limited Term (See Note 4 of this table)	E23 and T55
20			The person is already on the rolls of your agency	548	Conv to SES LTD Term Appt NTE (date)			
21		Appointment is to a continuing position when the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
22			The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
23	Is serving on an SES Limited Term Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55
24	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency and OPM Form 1652	

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (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>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
25	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is already on the rolls of your agency	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency and OPM Form 1652	E23 and T55
26		Appointment is to a continuing position when the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
27			The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
28	Is serving on an SES Limited Emergency Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			

NOTES

1. Reserved.
2. *ZLM: Other Citation (Laws, 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.
3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.
4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term SES appointments NTE 36 months for career employees. All other requests for limited SES are requested using OPM Form 1652, and agencies must cite the following as the second authority on the SF-52: AWM - OPM Form 1652.

Table 13-B. Appointment Based on Reemployment Rights

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the basis for the action is</i>	<i>And Employee</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Legal Authority Code is</i>	<i>Legal Authority is</i>	<i>Required Remarks Are (See Note for this table)</i>
1	Senior Executive Service (SES) Career Appointment after service with an international organization	Is not on your agency's rolls	142	SES Career Appt	P3M	Reg. 352.311	E23 and T55
2	SES Career Appointment after service under sections 233(d) and 625(b) of the Foreign Assistance Act of 1961				P5M	Reg. 352.507	
3	SES Career Appointment after service with the American Institute in Taiwan				P7M	Reg. 352.803	
4	SES Career Appointment by reemployment under 5 CFR 352.405, 352.705, or 352.907				P2M	5 CFR part 352	

Note: Use Table 13-D to translate codes into actual remarks. Remark E23 used only when employee is a preference eligible.

Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
1	Employee was required to complete appointment affidavit, Standard Form 61			M01
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20
6	Action is an appointment or a conversion to appointment			M39 and M40
7	SES member is subject to post-employment restrictions under 18 USC 207(c)			M97
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be "C," "E," "K," "L," "M," or "N"			M38

Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
9	Employee's total salary includes a retention allowance			P70
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46
11		Rule 10 does not apply		M45
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of 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 his or her Official Personnel Folder		B60
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63
14	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 (e.g., 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
15	Will be reemployed annuitant			A17

Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
16	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533		P08
17				P10 (see Note 3)
18				P90 (see Note 2)

NOTES:

1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.
2. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
3. 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 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
1	A17	As a reemployed annuitant, you serve at the will of the appointing officer.
2	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.
3	B63	Elected to retain coverage under a retirement system for NAF employees.
4	E01	Appointment is indefinite.
5	E23	Veterans' preference is not applicable to the Senior Executive Service.
6	E24	Probationary period for SES position is not required.
7	E25	Subject to satisfactory completion of 1-year SES probationary period beginning (date).
8	E51	Employee has guaranteed placement rights during probation
9	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.
10	M01	Appointment affidavit executed (date).
11	M10	OPF maintained by (name and address of office).
12	M20	Action at employee's request.
13	M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos").

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
14	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, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
15	M40	Previous Retirement coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
16	M45	Employee is automatically covered under FERS.
17	M46	Employee is covered by FERS because of previous election.
18	M97	SES member subject to post-employment restrictions under 18 USC 207(c).
19	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
20	P10	Annuity at present is \$ pa. (See Note 2 of this table)
21	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
22	P70	Salary in block 20 includes retention allowance of \$_____.
23	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 3 of this table)
24	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. 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.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

Table 17-A. Pay and Step Changes under the General Schedule (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 Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
28	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151
29	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
30	An adjustment in employee's basic rate of pay that is not described in Rules 1-29		894	Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 7 and 8 of this table)

NOTES:

1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.
2. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89. Show as the effective date the date on which the increase would have been effective.
3. LEO special salary rates under section 403 of FEPCA are published in special salary rate table 491.
4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.

NOTES, continued:

5. When an action grants, changes, or terminates an allowance/differential for an employee who is entitled to both the retention allowance and supervisory differential described in rules 26 and 27, only one NOA 810 SF 50 is required. The authority for each allowance/differential must be cited in blocks 5-C-through 5-F of the SF 52/50 (the agency may determine the order in which they are cited). When an action grants, changes, or terminates both the allowance/differential for an employee who is entitled to both payments described in rules 26 and 27, process one NOA 810 SF 50 and cite as the authority **ZTZ/P.L. 101-509**. (If more than one NOA 810 SF 50 is prepared with the same effective date, the actions must be combined for submission to the Central Personnel Data File.)

6. Enter "00" in block 19.

7. If employee is entitled to grade retention, a second authority may be cited: VLJ - 5 U.S.C. 5362(c).

8. If employee is entitled to pay retention, a second authority may be cited: VSJ - 5 U.S.C. 5363(a).

Pages 17-15 thru 17-20 are blank as Table 17-B has been deleted.

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>						
<i>E</i>						
1	Within-grade increase		893	Within-grade Inc	ZLM	(Cite authority for the increase)
2	Pay change for an employee in a senior level (SL) or scientific or professional (ST) position	Change is the annual comparability adjustment	894	Pay Adj	ZLM	(Cite Reg. 534.504 plus the Executive Order containing rates of pay for the General Schedule and the Executive Schedule)
3		Change is not described in Rule 2				(Cite Reg. 534.503)
4		Change is not described in Rules 2-3				(Cite authority for the increase) (See Note 2 of this table)
5	Change in >rate of basic pay for SES member.<				VWH	5 U.S.C. 5383

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>			<i>is</i>			
<i>E</i>						
6	General change in SES salary rates		894	Pay Adj	ZLM	(Cite E.O. that established new rates)
7	Initial establishment of or increase in special rate schedule				QHP and ZLM	Reg. 530.306(a)(1) and (Cite OPM issuance that published new rates)
8	Decrease in or discontinuance of special rates	Employee's existing rate of pay is higher than the maximum allowed for the grade or level	899	Step Adj	QMP and ZLM	Reg. 530.306(b)(1)(iii) and (Cite OPM issuance that published new rates)
9		Employee's existing rate of pay is equal to one of the rates in the new schedule for the grade or level			QKP and ZLM	Reg. 530.306(b)(1)(i) and (Cite OPM issuance that published new rates)
10		Employee's existing rate is between two rates in the regular or decreased rate schedule	894	Pay Adj	QLP and ZLM	Reg. 530.306(b)(1)(ii) and (Cite OPM issuance that published new rates)
11	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
12	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>			<i>is</i>			
<i>E</i>						
13	Establishment, change in, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
14	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

NOTES:

1. "Reserved".
2. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.

Page 17-30 is blank as Table 17-E has been deleted.

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remarks as applicable) (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	And Remark Is
29	Action is an 895/Locality Payment	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay, so employee receives no locality payment.
30		Special adjusted rate for law enforcement officers exceeds locality rate of pay	P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
31		IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied	P96	IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied -- i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee's position is reduced in grade.
32		Rules 29-31 do not apply	P92	Salary includes a locality-based payment of __ %.
33		Action gives employee a higher rate of pay which results in termination of the IGA continued rate employee has been receiving under 5 U.S.C. 5304	P97	This action terminates your IGA continued rate of pay.
> 34	Action is for an SES member	Employee is subject to the post-employment restrictions under 18 USC 207(c).	M97	SES member subject to post-employment restrictions under 18 USC 207(c).<

Chapter 29. Bonuses and Awards (Natures of Action 815, 816, 817, 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,
- 817/Student Loan Repayment,
- 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,
Student Loan Repayment,
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
10	Given to employee to repay student loan		817	Student Loan Repayment

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>
11	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)
12	Senior Career Employee Rank Award for Distinguished Senior Professional				V9P	
13	Senior Executive Service Rank Award for Meritorious Executive		878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
14	Senior Executive Service Award for Distinguished Executive				V8G	5 U.S.C. 4507(e)(2)
15	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>
16	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
17	A relocation bonus not described in Rule 17		816	Relocation Bonus		
18	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay				ZTY	P.L. 101-509, Sec. 407
19	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
20		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
21		Not Rule 19 or 20			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.

Chapter 34. Topic Index

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

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Chapter 35. Glossary of Terms Used in Processing Personnel Actions

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

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

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

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

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

ADJUSTED BASIC PAY is the maximum adjusted rate of basic pay after taking into account all pay caps that may be applicable. (5 CFR part 531, subparts B, C, F and G.)

ADVERSE ACTION—A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part 752)

AGENCY[as used in this **Guide**]—Any department or independent establishment of the Federal Government, including a Government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service. Examples: Department of Transportation, Small Business Administration,

Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this **Guide**; all organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

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

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

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

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

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

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

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

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

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

AUTHORITY SUFFIX—See **LEGAL AUTHORITY SUFFIX**

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

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

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

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

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

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

CERTIFICATION—The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

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

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

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

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

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

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

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

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

COMPETITIVE AREA—For reduction in force, that part of an agency within which employees are in competition for retention. Generally it is restricted by what is considered a “local commuting area.” (5 CFR 351.402)

COMPETITIVE LEVEL—A competitive level for reduction in force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity. (5 CFR 351.403)

COMPETITIVE POSITION—A position in the competitive service.

COMPETITIVE SERVICE—All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

COMPETITIVE STATUS—Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations. (5 CFR 212.301)

CONSULTANT—One who serves in an advisory capacity to an officer or instrumentality of the government. (5 U.S.C. 3109)

CONSULTANT POSITION—A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

CONTINUANCE—The personnel action used to document that an employee has received a waiver from mandatory retirement or the extension of the not-to-exceed date of a previous waiver.

CONTINUED RATE OF PAY—The rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

CONVERSION—The changing of an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

COOPERATIVE EDUCATION PROGRAM (CO-OP PROGRAM OR WORK STUDY PROGRAM)—Program under which a student alternates periods of education and Federal employment under terms of an agreement between his or her school and a government agency. Agreements may provide for the student's permanent employment in the agency upon satisfactory completion of the education and work assignments required by the agreement. [The CO-OP Program was eliminated in December 1994 with the establishment of the Student Educational Employment Program, 5 CFR 213.3202(a)]

CREDITABLE MILITARY SERVICE—The total number of years and months of military service that is creditable for annual leave accrual purposes.

CREDITABLE SERVICE—Federal Government employment (civilian or uniformed service) that meets requirements for a particular type of appointment or benefit, such as leave accrual or reduction in force retention.

CZMS—Canal Zone Merit System. This system was replaced by the Panama Canal Employment System, established by the Panama Canal Act of 1979.

DEMOTION—See *CHANGE TO LOWER GRADE*

DENIAL OF WITHIN-GRADE INCREASE—The decision to withhold (not grant) a within-grade increase to a General Schedule employee because of a determination that the employee's performance is not at an acceptable level of competence. (5 CFR 531.409)

DETAIL—A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail. (5 U.S.C. chapter 33, subchapter III)

DIRECT HIRING AUTHORITY—OPM-approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations.

DISABILITY RETIREMENT PAY (from a uniformed service)—money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

DISABLED VETERAN—Means a person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

DISCHARGE—A nature of action used for an agency-initiated separation (for work performance and/or misconduct or delinquency) of an employee who was serving on an appointment that did not afford appeal rights. [Discharge was deleted as a nature of action and is no longer used.]

DISCHARGE DURING PROB/TRIAL PERIOD—An agency-initiated separation (for preappointment conditions or for postappointment work performance and/or misconduct or delinquency) of an employee who was serving an initial appointment probation or was serving on a trial period required by civil service or agency regulations. [This nature of action is no longer used.]

DISCHARGE UNDER HONORABLE CONDITIONS—Means either an honorable or a general discharge from the Armed Forces. The term does not apply to the honorable discharge given an

enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

DISCONTINUED SERVICE RETIREMENT—See **RETIREMENT, DISCONTINUED SERVICE**.

DUAL COMPENSATION—Payment for more than one civilian office involving a total of more than 40 hours a week.

DUTY STATION—The city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

EFFECTIVE DATE—The date on which a personnel action takes place and on which the employee's official assignment begins.

EOD (ENTRY ON DUTY)—The process by which a person completes the necessary paperwork and is sworn in as an employee.

EOD(ENTRY ON DUTY) DATE—The date on which a person completes the necessary paperwork and is sworn in as an employee.

EX-SERVICE PERSON—A person who was separated from active duty performed in peacetime or wartime. (A person on active duty may be an ex-serviceperson because of separation from previous active duty.)

EXCEPTED POSITION—A position in the excepted service (5 U.S.C. 2103 and 5 CFR part 213).

EXCEPTED SERVICE—Unclassified service, unclassified Civil Service or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213)

EXECUTIVE ORDER—A directive issued by the President.

EXPERT—A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field. An expert's attainment is such that he or she usually is regarded as an authority or as a practitioner of unusual

competence and skill by other persons in the profession, occupation, or activity. (5 U.S.C. 3109)

EXPERT POSITION—A position that cannot be satisfactorily performed by someone who is not an expert in that field.

EXTENSION—The continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

FEDERAL GOVERNMENT SERVICE—The total of all periods of military and civilian Federal service considered for retirement, reduction in force, and leave purposes.

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish three basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM) SYSTEM—An Office of Personnel Management (OPM) system for publishing personnel regulations, policy, and issuing instructions to Federal agencies. The FPM system, which was abolished effective 12/31/93, included:

FPM BULLETINS which contained temporary instructions or notices;

FPM LETTERS which contained continuing instructions that, because of urgency, could not be put in the FPM or its supplements at the time of issuance; and

FPM SUPPLEMENTS which amplified or explained in detail various subjects covered in the basic FPM chapters.

FEDERAL WAGE SYSTEM—The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 U.S.C. 5342. Under this system, pay is adjusted according to the rates paid by private industry for similar jobs in the same area. Included are Federal employees in

recognized trade or craft or skilled mechanical crafts, in unskilled, semiskilled or skilled manual labor occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

FEGLI—Federal Employee's Group Life Insurance. (5 U.S.C. chapter 87, 5 CFR parts 870-874, and [The Federal Employees Group Life Insurance Handbook](#))

FEHBP—Federal Employee's Health Benefits Program. (5 U.S.C. chapter 89, 5 CFR part 890, and [The Federal Employees Health Benefits Handbook](#))

FERS RETIREE—A person retired under the Federal Employees Retirement System.

FROZEN SERVICE is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

FULL-TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

FURLOUGH—The placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.

GENERAL DISCHARGE—A discharge granted from the Armed Forces under honorable conditions.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531)

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

GRADE—A level of work or range of difficulty, responsibility and qualification requirements. (5 U.S.C. 5102)

GRADE RESTORATION ACTION—An action taken to restore to an employee the grade held prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade restoration action recorded the employee's retained grade in the OPM's data system.

GRADE RETENTION ACTION—An action to retain the grade held by an employee prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade retention action documented the employee's step in the retained grade and the rate of basic pay to which he or she was entitled.

GRADE RETENTION ENTITLEMENT—The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

HEALTH BENEFITS—The health service and insurance programs established for Federal employees under 5 U.S.C. 7901 and 8901-8914.

HEARING—The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on its merits.

ILIA—An acronym that stands for “in lieu of involuntary action” and is used with certain natures of action.

INDEFINITE APPOINTMENT—One given a nonpermanent employee who is hired for an unlimited period of time.

INDUCTION—See *EOD*.

INJURY COMPENSATION—The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. (5 U.S.C 8101-8151)

INTERIM GEOGRAPHIC ADJUSTMENT is an additional payment made to a General Schedule, Foreign Service, or Veterans Health Administration employee, or an officer of the U.S. Park Police whose

official duty station is in an area where the President has determined that significant pay disparities and recruitment or retention problems exist. (Note: An interim geographic adjustment also may be authorized for other groups of employees upon request of the head of an agency.) [This term was deleted from the **Guide** in Update 23 (2/97)]

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT—Service when employee works on less than a full-time basis with no prescheduled tour of duty. In the past, “WAE” was used on personnel documents to identify intermittent service.

INVOLUNTARY SEPARATION—A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. Examples include separation based on reduction in force, abolishment of position, expiration of term of office, lack of funds, and unacceptable performance (unless due to the employee's misconduct). (**The CSRS and FERS Handbook, Chapter 44**)

JOB DESCRIPTION—See *POSITION DESCRIPTION*.

JOB SHEET—See *POSITION DESCRIPTION*

LEAD AGENCY—Under the Federal Wage System, an agency designated by the OPM to plan and conduct wage surveys, analyze the survey data and determine and issue required wage schedules for a wage area. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

LEGAL AUTHORITY—The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken.

LEAVE, ANNUAL—Leave of absence with pay allowed for personal, emergency, and other purposes. With certain exceptions, employees earn or accrue leave at the rate of 13 to 26 working days a year, depending on length of service. (5 U.S.C. 6303 and 5 CFR part 630, subpart C)

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

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

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

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

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

CAA = Action proposed under civil service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Decl = Declined

Disp = Displacement

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

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

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

MFD = More than 14 days

NARS = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = Action proposed under other adverse action procedures

OTD = Over 30 days

Perf = Performance

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Recert = Recertification

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program

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

LOCALITY ADJUSTMENT means a locality-based comparability payment, or special pay adjustment for law enforcement officers.

LOCALITY-BASED COMPARABILITY PAYMENT means a payment under 5 U.S.C. 5304.

LWOP—See *LEAVE WITHOUT PAY*.

LWP—See *LEAVE WITH PAY*.

MASS TRANSFER—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay. (Note: for purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is *not* a change in pay.)

MERGED RECORDS PERSONNEL FOLDER (MRPF), *Standard Form 66-C* is a file containing personnel records established both within and outside the scope of OPM's recordkeeping authority.

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

MERIT PROMOTION PROGRAM—See *MERIT STAFFING PROGRAM*.

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

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

MSPB—Merit Systems Protection Board.

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

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a personnel action is documented by a Standard Form 50, Notification of Personnel Action.

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

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

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER (OPF), Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

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

OPM—The Office of Personnel Management.

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

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

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

for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY ADJUSTMENT—[as used in this **Guide**] Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

PAYPLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, eg, General Schedule (GS), Executive Schedule (EX), and Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied. (5 U.S.C. 5363 and 5 CFR part 536)

PENSION—money paid by the Department of Veterans Affairs for disability that is not necessarily service-connected.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)—The pay system established under Public Law 98-615 to replace the Merit Pay System for General Schedule employees in grades GS-13 through GS-15 in supervisory, managerial, or management official positions. PMRS was terminated on 11-01-93 by Public Law 103-89.

PERSONNEL ACTION—The process necessary to appoint, separate, or make other personnel changes.

PERSONNEL OFFICE IDENTIFIER (POI)—Identifies the Federal civilian personnel office authorized to appoint and separate the employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and by reinstatement of a former employee.

PMRS MERIT INCREASE—An agency-awarded increase in rate of basic pay with no change in grade to an employee who was under the Performance Management and Recognition system.

POSITION means the work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee. (5 U.S.C. 5102 and 5 CFR 511.101)

POSITION CHANGE—A move by an employee from one position to another position during his or her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the nature of action for the move is also called "Position Change." It is also called a "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his or her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments.

POSITION CLASSIFICATION means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE—The name of a position, such as "Secretary," or "Civil Engineer," or "Personnel Staffing Specialist."

PRD (PAY RATE DETERMINANT)—A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

PREFERENCE (VETERANS' PREFERENCE) is an employee's category of entitlement to preference in the Federal service based on active military service that was terminated honorably:

- **5-point preference** is the preference granted to a preference-eligible veteran who does not meet the criteria for one of the types of 10-point preferences listed above.
- **10-point (disability) preference** is the preference to which a disabled veteran is entitled.
- **10-point (compensable disability) preference** is the preference to which a disabled veteran is entitled if he or she has a compensable service-connected disability rating of 10-percent or more.
- **10-point (30% compensable disability) preference** is the preference to which a disabled veteran is entitled if he or she is entitled to a 10-point preference due to a compensable service-connected disability of 30 percent or more.
- **10-point (other) preference** is the preference granted to the widow/widower or mother of a deceased veteran or to the spouse or mother of a disabled veteran. It is called “derived preference” because it is derived from the military service of someone else - a veteran who is not using it for preference. When the disabled veteran does use the service for preference, then the spouse or mother is no longer entitled to preference.

PREFERENCE ELIGIBLE means veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 U.S.C. 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil service examination (see 5 U.S.C. 3309). They are also accorded a higher retention standing in the event of a reduction in force (see 5 U.S.C. 3502). Preference does not apply, however, to inservice placement actions such as promotions.

PREMIUM PAY—Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

PREVAILING RATE SYSTEM—See *FEDERAL WAGE SYSTEM*.

PREVIOUS RETIREMENT COVERAGE—An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service

Retirement System or Federal Employees Retirement System.

PROBATIONARY PERIOD is the first year of service of employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. (5 CFR part 315, subpart H)

PROMOTION—A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

PROVISIONAL APPOINTMENT—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.

QUALITY (STEP) INCREASE (QSI OR QI)—An increase in employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

QUALIFICATIONS STANDARDS FOR THE GENERAL SCHEDULE (formerly Handbook X-118)—Qualification standards manual. The manual contains specific standards for General Schedule positions.

“RARE BIRD” POSITION—One where the OPM has determined that the pay or duties of the position are such, or that the qualified persons are so few, it would not be in the interest of good civil service administration to fill the position through open-competitive examination. (5 CFR 316.601)

RATE OF BASIC PAY—The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay).

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

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

RECRUITMENT BONUS—A one time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753)

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

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

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

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

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

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

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

RELOCATION BONUS—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753)

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

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

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

RESIGNATION-ILIA—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The CSRS and FERS Handbook](#).

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

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

RETENTION ALLOWANCE is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754)

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

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

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

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

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

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

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

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

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) is a separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C)

SPECIAL SALARY RATES—Salary rates higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called "50")—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a "52")—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this **Guide**)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay.

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service.

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL >The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.< (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as "TAPER" appointment) A nature of action that documents 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. (5 CFR part 316, subpart B). [The term "TAPER" was deleted from this **Guide** in Update 43, dated July 25, 2004.

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction in force.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD—An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAE (when actually employed)—See *INTERMITTENT SERVICE*.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations

covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (Without Compensation)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORKSITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency.