

September 7, 1999

MEMORANDUM TO WORKFORCE INFORMATION SYSTEMS NETWORK

FROM: G. KELLY CROFT /signed/
ASSISTANT DIRECTOR FOR WORKFORCE INFORMATION
OFFICE OF MERIT SYSTEMS OVERSIGHT & EFFECTIVENESS

Subject: Update 32, The Guide to Processing Personnel Actions

Update 32 to The Guide to Processing Personnel Actions has been approved and sent to printing. It will be effective September 26, 1999. This Update reissues Chapter 6 in its entirety. In addition to reformatting to meet Website publication requirements, the reissued Chapter 6:

- explicitly states the policy on documenting changes in Service Computation Date-Leave (SCD) on separation and after short periods of excess nonpay;
- changes documentation requirements to authorize use of agency alternatives to the Standard Form (SF) 144-A and eliminate long-term retention of the current version of the SF 144;
- eliminates the requirement for the frozen service and creditable military service remarks on Change in SCD actions; and
- references regulatory guidance on service credit for reduction-in-force.

Chapters 9, 10, 11, and 24 are revised to delete remark code **M32** and the related remark: Tour of duty will be (days and hours of work). Our July 20, 1999, memorandum notified you that this change was effective August 15, 1999.

Chapter 10 is revised to update the legal authorities used for temporary and term appointments. When 5 CFR 316.302 and 5 CFR 316.402 were rewritten, the paragraphs were renumbered. Employment Service has agreed to revise the legal authorities to reflect the new numbers. In updating the legal authorities to match the regulations, we have kept the legal authority codes tied to the same underlying authority. The codes have kept the same meaning so that reports based on the codes will be consistent. As an example, temporary appointments based on eligibility for a VRA appointment were authorized under Reg. 316.402(b)(4) - legal authority code NCM. Since the regulation was renumbered, temporary appointments based on eligibility for a VRA appointment are now authorized under Reg. 316.402(b)(2) - but are still assigned legal authority code NCM. The following table shows the legal authority changes.

Code	Legal Authority Before Update 32 (prior to September 26, 1999)	Legal Authority in Update 32 (September 26, 1999)
MEM	Reg 316.302(c)(1)	Reg 316.302(b)(1)
MGM	Reg 316.302(c)(2)	Reg 316.302(b)(2)
MJM	Reg 316.302(c)(3)	Reg 316.302(b)(3)

Code	Legal Authority Before Update 32 (prior to September 26, 1999)	Legal Authority in Update 32 (September 26, 1999)
MLK	Reg 316.302(c)(7)	Reg 316.302(b)(8)
MLM	Reg 316.302(c)(4)	Reg 316.302(b)(7)
MMM	Reg 316.302(c)(5)	Reg 316.302(b)(4)
M8M	Reg 316.402(b)(2)	Reg 316.402(b)(3)
NAM	Reg 316.402(b)(3)	Reg 316.402(b)(8)
NCM	Reg 316.402(b)(4)	Reg 316.402(b)(2)
NEM	Reg 316.402(b)(5)	Reg 316.402(b)(4)

Use of these legal authority citations is required for actions processed on and after September 26, 1999. Agencies are **not** required to correct the legal authorities cited on actions processed before that date.

As noted in our August 2, 1999, memorandum, we will continue to send notices like this one to the Workforce Information Systems Network for a short time. Soon we will only send informational notices through the HRFEDREC-L electronic mailing list.