

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415
January 2, 2000

The Guide to Processing Personnel Actions

Update 33

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
v thru vi	Update 32 September 26, 1999	v thru vi	Deletes reference to chapter 8 and indicates it is now Reserved.
1-9	Update 29 December 31, 1998	1-9	Corrects reference to number of chapters containing general instructions.
3-1 thru 3-2	Update 31 August 1, 1999	3-1 thru 3-2	Adds reference to Figure 3-4 concerning civilian retirees.
3-23 thru 3-24	Update 31 August 1, 1999	3-23 thru 3-24	Adds reference to reemployed annuitant responsibilities.

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Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

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

Remove		Insert	Explanation of Changes
Page	Identification	Page	
3-35	Update 31 August 1, 1999	3-35 thru 3-36	(1) Deletes reference indicating Page 3-36 is a blank page. (2) Adds Figure 3-4 regarding "Notice Required for Appointment of a Civilian Retiree," which was previously in Chapter 8.
4-1 thru 4-2	Update 29 December 31, 1998	4-1 thru 4-2	Adds reference to Table 4-D, "Annuitant Status", which was previously in Chapter 8.
4-31 thru 4-34	Update 29 December 31, 1998	4-31 thru 4-34	(1) Corrects code for Basic FEGLI from "C" to "C0". (2) Deletes annuitant code set and refers user to Table 4-D or the Guide to Personnel Data Standards.
	New Page	4-59 thru 4-60	Adds Table 4-D, "Annuitant Status," which was previously in Chapter 8.
6-3 thru 6-4	Update 32 September 26, 1999	6-3 thru 6-4	Corrects reference to number of calendar days allowed between two periods of creditable civilian service with respect to separations.
8-1 thru 8-19	Update 30 February 26, 1999		Deletes Chapter 8 in its entirety as a result of the repeal of 5 USC 5532; Chapter is now Reserved.
9-3 thru 9-6	Update 30 February 26, 1999	9-3 thru 9-6	(1) Deletes reference to employee who is a member or former member of the uniformed services receiving retired or retainer pay (repeal of 5 USC 5532). (2) Adds reference to guidance in Chapter 3 (Figure 3-4) (3) Adds information concerning the SF-8.
9-11 thru 9-13	Update 25 December 12, 1997	9-11 thru 9-13	(1) Adds reference that Page 9-12 is a blank page. (2) Adds reference that Page 9-14 is a blank page.
9-19	Update 25 December 12, 1997	9-19	Adds reference that Page 9-20 is a blank page.

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-37 thru 9-38	Update 25 December 12, 1997	9-37 thru 9-38	(1) Adds individual legal authority for appointments under the Veterans Employment Opportunity Act of 1998 as amended by P.L. 106-117 (Rules 57-60). (2) Moved Rules previously cited as 57-60 to Rules 61-64 as a result of the action taken in item number one referenced above.
9-43 thru 9-52	various	9-43 thru 9-53	(1) Deletes reference to Notes 1, 2, and 5. (2) Eliminates Notes 1, 2, and 5. (3) Modifies Note 6 to eliminate reference to Dual Compensation Act; references 5 U.S.C. 5533 instead. (4) Due to the deletion of Chapter 8, the following remarks codes which were previously in Chapter 8 have been moved to this Chapter: A17, P08, P90, and P10. (5) Adds Notes 7 and 8.
10-3 thru 10-4	Update 30 February 26, 1999	10-3 thru 10-4	(1) Deletes reference to member or former member of the uniformed service (repeal of 5 USC 5532). (2) Changes chapter number to reference for instructions.
10-7	Update 30 February 26, 1999	10-7	Deletes reference to employee who is a member or former member of the uniformed services receiving retired or retainer pay (repeal of 5 USC 5532).
10-15 thru 10-16	Update 32 September 26, 1999	10-15 thru 10-16	Corrects Legal Authority from "Reg.316.402(b)(8)" to "Reg. 316.402(b)(7)."
10-35	Update 22 April 14, 1996	10-35	Adds reference that Page 10-36 is a blank page.
10-45	Update 22 April 14, 1996	10-45	Adds reference that Page 10-46 is a blank page.
10-51 thru 10-52	Update 30 February 26, 1999	10-51 thru 10-52	Deletes reference to Note 4 which has been deleted; references note 3 instead.

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-55	Update 30 February 26, 1999	10-55 thru 10-56	(1) Due to the deletion of Chapter 8, the following remark codes which were previously in Chapter 8 have been moved to this Chapter: A17, P08, P90, and P10. (2) Adds Notes 5 and 6.
11-3	Update 24 July 20, 1997	11-3	(1) Deletes reference to member or former member of the uniformed service (repeal of 5 USC 5532). (2) Changes chapter number to reference for instructions (3) Deletes reference to Table 9-J, which was previously deleted and adds new reference. (4) Adds reference that Page 11-4 is blank.
11-5 thru 11-9	various	11-5 thru 11-9	(1) Corrects reference from Chapter 5 to Chapter 3. (2) Deletes reference to employee who is a member or former member of the uniformed services receiving retired or retainer pay (repeal of 5 USC 5532). (3) Changes instructions in Step 9. (4) Updated Table 11-A. (5) Adds reference that Page 11-10 is a blank page.
11-23 thru 11-37	various	11-23 thru 11-37	(1) Adds reference that Page 11-24 is a blank page. (2) Deletes reference to Note 2. (3) Corrects reference in Rule 50 from Note 9 to Note 8. (4) 2) Adds Rule 81 referencing remark code A17 (5) Adds Rules 82-84 referencing remark codes P08, P90, and P10 (6) Eliminates Note 2 (repeal of 5 USC 5532). (7) Modifies Note 7 to eliminate reference to dual Compensation Act; references 5 U.S.C. 5533 instead (8) Eliminates Note 9. (9) Adds Notes 10 and 11.
13-3 thru 13-4	Update 27 August 21, 1998	13-3 thru 13-4	(1) Deletes reference to member or former member of the uniformed service (repeal of 5 USC 5532). (2) Changes chapter number to reference for instructions.

Remove		Insert	Explanation of Changes
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13-13 thru 13-16	Update 27 August 21, 1998	13-13 thru 13-17	(1) Adds reference to Table 13-D and Note 1 in the header for Table 13-C. (2) Adds Remark Codes A17, P08, P90, and P10 as a result of the deletion of Chapter 8. (2) Adds Notes 1 and 2. (3) Adjusts entries in Table 13-D as a result of the addition of the remarks in number two above.
14-6.01	Update 30 February 26, 1999	14-6.01	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
14-13 thru 14-18	various	14-13 thru 14-17	(1) Adds remark that Page 14-14 is a blank page. (2) Deletes reference to "position review" in Rule 9. (3) Adds remark that Page 14-18 is a blank page.
15-5 thru 15-6	Update 29 December 31, 1998	15-5 thru 15-6	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
16-3 thru 16-4	Update 30 February 26, 1999	16-3 thru 16-4	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
17-7 thru 17-8	Update 29 December 31, 1998	17-7 thru 17-8	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
17-17 thru 17-19	Update 23 February 2, 1997	17-17 thru 17-19	(1) Adds reference that page 17-18 is a blank page. (2) Adds reference that page 17-20 is a blank page.
17-29	Update 23 February 2, 1997	17-29	Adds reference that page 17-30 is a blank page.
19-3 thru 19-4	Update 27 August 21, 1998	19-3 thru 19-4	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
21-5 thru 21-8	Update 29 December 31, 1998	21-5 thru 21-8	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).

Remove		Insert	Explanation of Changes
Page	Identification	Page	
23-5 thru 23-6	Update 24 July 20, 1997	23-5 thru 23-6	(1) Modifies instructions in Step 4. (2) Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
24-3 thru 24-4	Update 28 November 13, 1998	24-3 thru 24-4	Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
30-3 thru 30-5	Update 30 February 26, 1999	30-3 thru 30-5	(1) Adds reference that processing instructions for MRA+10 retirement is in chapter 31. (2) Updates instructions in 1-2(b) (repeal of 5 USC 5532) (3) Deletes reference to retired regular or warrant officer of the uniformed services (repeal of 5 USC 5532). (4) Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532).
31-3 thru 31-9	Update 31 August 1, 1999	31-3 thru 31-9	(1) Adds reference to MRA+10 retirements. (2) Updates reference by adding Chapter 42. (3) Deletes reference to member or former member of the uniformed service subject to pay cap (repeal of 5 USC 5532). (4) Deletes reference to retired regular or warrant officer of the uniformed services (repeal of 5 USC 5532).
32-17 thru 32-18	Update 31 August 1, 1999	32-17 thru 32-18	Deletes reference to OPM-approved exception from reduction-in-military-retired-pay provisions and appropriate remark code (repeal of 5 USC 5532).
32-25 thru 32-26	Update 31 August 1, 1999	32-25 thru 32-26	(1) Deletes remark code P50 (repeal of 5 USC 5532). (2) Deletes note 4 (repeal of 5 USC 5532).
34-1 thru 34-2	Update 30 February 26, 1999	34-1 thru 34-2	Changes reference for "Retirees" from Chapter 8 to Chapter 3.

Remove		Insert	Explanation of Changes
Page	Identification	Page	
34-9 thru 34-10	Update 30 February 26, 1999	34-9 thru 34-10	(1) Changes reference for "Reemployed Annuitants, Appointments of" from Chapter 8 to Chapter 3. (2) Changes reference for "Retirees, Actions When Appointed" from Chapter 8 to Chapter 3.
34-13 thru 34-14	Update 30 February 26, 1999	34-13 thru 34-14	Changes reference for "Work Schedule, how to process change in" from Chapter 4 to Chapter 24.
35-3 thru 35-12	Update 27 August 21, 1998	35-3 thru 35-12	(1) Modifies definition of Dual Compensation (repeal of 5 USC 5532) (2) Deletes definition of pay cap (repeal of 5 USC 5532).

The Guide to Processing Personnel Actions

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Subchapter 2. How to Use this Guide

2-1. How the Guide is Organized.

The first >seven< chapters of **The Guide to Processing Personnel Actions (Guide)** contain general instructions for processing personnel actions, including how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action, and how to determine creditable service and calculate a service computation date. Chapters 9 through 32 contain instructions for specific types of actions. Chapter 34, Topic Index and Chapter 35, the *Glossary*, are readers aids for using this **Guide**. The Topic Index helps identify the correct chapter where information is located and the Glossary defines terms.

Each specific type of action is covered in a separate chapter. Chapters 9 through 32 contain:

- an introduction that explains the personnel actions covered by the chapter, and definitions of those actions;
- step-by-step instructions on how to process the action, (decisions to be made and actions to be completed); and
- tables to help you select the correct information to put on the Standard Form

52 and the Standard Form 50.

Most of the instructions and tables for a particular action are in the same chapter. There will be times, however, when you will have to look elsewhere. For example,

- When a table in one chapter applies to several kinds of actions and the table has not been reprinted in other chapters, you will be told to turn to it.
- Instructions regarding benefits are complicated and they are not reprinted. You are told where to find them elsewhere in Office of Personnel Management publications.
- When general instructions apply to more than one kind of action, they have been combined in the first >7< chapters.

2-2. Identification of Changes to the Guide.

When revised pages are issued, new or changed material is indicated by a right-hand arrow (>) at the beginning and a left-hand arrow (<) at the end of such changed material. The deletion of information is indicated by three consecutive stars (***) . These designations are not usually used when an entire chapter is re-issued.

Page 1-10 is blank.

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Job Aid**Appointment Documents and Information, continued**

For certain appointments continued

- **Federal Employees Group Life Insurance Program.** Refer to **The Federal Employees Group Life Insurance - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** and Benefits Administration Letters to determine the employee's eligibility for coverage and required documents.

- **Payroll related documents.** Contact your payroll office to determine what forms should be provided to new employees upon entry on duty for tax withholding, allotments, direct deposit of payroll check, and savings bonds. Provide an employee new to your agency with a copy of Standard Form 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.

About rights and benefits

Provide the new employee with information on his/her rights and benefits. Types of this information includes Office of Personnel Management or agency publications concerning:

- the Code of Ethics for Government Service,
- employee obligations,
- pay,
- employee's job and performance,
- promotion and incentive awards program,
- leave,
- rights and benefits (including the retirement system),
- safety, and
- health and life insurance.
- >reemployed annuitant responsibilities (see Figure 3-4, and the CSRS and FERS Handbook for Personnel and Payroll Offices).<

Continued on next page

Job Aid**Appointment Documents and Information, continued**

**Other
benefits**

New employees should also be given information about the following benefits.

- **Unemployment Insurance benefits.** The Department of Labor requires that the following statement be given to each newly hired and rehired Federal employee:

“If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.”

- **Thrift Savings Plan,** including enrollment and designation of beneficiary forms, if employee will be eligible to participate in the plan.
 - **Designation of beneficiary** forms for any retirement system by which the employee will be covered.
-

**Miscellaneous
employment
information**

Employees should be given information about local benefits or activities that they may find interesting, for example:

- **Information regarding the employee recreation association.** This is particularly important if parking facilities or other services are available only to recreation association members.
- **Information regarding other agency-sponsored organizations** whose membership is open to all employees (Toastmasters, for example).
- **Pay and leave chart** or calendar showing Federal holidays and paydays for the year.
- **Information regarding credit union** and/or any banking facilities located at employee’s place of employment.

Figure 3-3. Sample Letter to an Employee Who is the Subject of a Decision (continued)

(agency letterhead)

TRANSCRIPT OF SERVICE

Through no fault of his (her) own, (name of employee) was improperly assigned to the position(s) listed below and/or employed as described below for the period(s) indicated.

Position (include title, series, and grade, if Federal service)	Agency/employer	Dates (From/To)
--	------------------------	---------------------------

This service will be credited for qualifications and civil service benefit purposes as described in Chapter 3, Figure 3-2, of **The Guide to Processing Personnel Actions**.

/S/

(name, title, agency, and Personnel Office Identification of appointing officer who will sign or authenticate the cancellation actions.)

(Type the following statement:)

THIS DOCUMENT IS TO BE FILED PERMANENTLY ON THE RIGHT SIDE OF THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

Figure 3-4. Notice Required for Appointment of a Civilian Retiree

R U	A	B
L E	If retirement was under	Then
1	Civil Service Retirement System or Federal Employees Retirement System	Send "Notification of Reemployment of an Annuitant," along with copy of appointment Standard Form 50, Notification of Personnel Action, to the Office of Personnel Management. See Job Aid #5 in chapter 100 of the CSRS and FERS Handbook for Personnel and Payroll Offices for copy of notification form and address to which it must be sent.
2	Central Intelligence Agency Retirement and Disability System	Send copy of appointment Standard Form 50 to Central Intelligence Agency Retirement and Disability System, Washington, DC 20505.
3	Foreign Service	Send 2 copies of appointment Standard Form 50 to Retirement Division, Bureau of Personnel, Department of State, Washington, DC 20520.
4	Another retirement system	Contact the agency that administers the system to ask what notice is required.

Chapter 4. Requesting and Documenting Personnel Actions

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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>
24 Tenure, continued	<p>a. Completion is optional on pay change actions; follow your agency's instructions.</p> <p>b. Complete on all other actions.</p>	<p><i>Excepted Service</i>–Tenure group 1 includes permanent employees who are not serving trial periods and those whose appointments carry no specific time limitation or restriction, such as indefinite or conditional.</p> <p style="text-align: center;">TENURE GROUP 2</p> <p><i>Competitive Service</i>–Tenure group 2 includes employees serving under career-conditional appointments and career employees serving initial appointment probation.</p> <p><i>Excepted Service</i>–Tenure group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies having that type of appointment.</p> <p style="text-align: center;">TENURE GROUP 3</p> <p><i>Competitive Service</i>–Tenure group 3 includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees under status quo, employees under any other non-status non-temporary appointments, and employees serving on provisional appointments as defined in 5 CFR 316.401 and 316.403.</p> <p><i>Excepted Service</i>–Tenure group 3 includes employees on appointments that are indefinite, that is appointments without specific time limitation but not actually (or potentially) permanent; appointments with a specific time limitation of more than 1 year; and employees who, though currently under appointments limited to 1 year or less, complete 1 year of current continuous employment.</p>
25 Agency Use	Complete when required by your agency.	Follow your agency's instructions.

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

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

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
28 Annuitant Indicator	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, (4) any action that results in a change in the code shown in this block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter appropriate code and title; follow descriptions in >Table 4-D or < The Guide to Personnel Data Standards to select the code. ***</p> <p>***</p>
29 Pay Rate Determinant	<p>a. Complete on all actions on which block 20 shows salary.</p> <p>b. Leave blank on actions that document administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives (Natures of Action 818, 878, and 825).</p>	<p>Use Table 4-C or The Guide to Personnel Data Standards to select the code that best describes any special factors used in determining employee's rate of basic pay.</p>
30 Retirement Plan	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>a. Use The CSRS and FERS Handbook for Personnel and Payroll Offices to determine who is covered under Old Age Survivor and Disability Insurance tax (FICA) and to determine who is covered under the Civil Service Retirement System or the Federal Employees Retirement System.</p>

Continued on next page

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
30 Retirements, continued	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>b. Enter appropriate code and definition:</p> <p>1—CSRS, 2—FICA, 3—FS, 4—None, 5—Other, 6—CSRS—Spec, C—FICA & CSRS (Partial), D—FSPS—Law Enforcement, E—FICA & CSRS—Spec (Partial), F—FSRDS—Law Enforcement, G—FICA & FS (Partial), H—FSRDS—Law Enforcement Offset, J—FICA & Other (Partial), K—FERS & FICA, L—FERS & FICA—ATC M—FERS & FICA—Spec N—FERS & FICA—Reserve Tech, P—FSPS & FICA, R—FICA & CSRS (Full), T—FICA & CSRS—Spec (Full) W—FICA & FS (Full), or X—FICA & Other.</p> <p>c. Use code “5” for employees who have retained coverage under a retirement system for Non-Appropriated Fund Instrumentalities employees. For these individuals use remark B63/Elected to retain coverage under a retirement system for Non-Appropriated Fund Instrumentalities employees.</p>
31 Service Computation Date (Leave)	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any actions that result in a change to the service computation date for leave accrual.</p> <p>b. Completion on other actions is optional; follow your agency's instructions.</p>	<p>Enter month-day-year, for example, “05-18-81” or “05-18-1981.” (See Chapter 6 for instructions in computing the service computation date for leave accrual.)</p>

>Table 4-D. Annuitant Status

R U L E	A	B	C	D
	If appointee is	And	And	Then enter in block 28 of the Standard Form 50
1	Retired under the Civil Service Retirement System	will <i>not</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc
3			Is not a Uniformed Services retiree	6 CS-No Reduction
4		will be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS
7	Retired under the Federal Employees Retirement System (FERS)	annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE
8			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE
9			Is not a Uniformed Services retiree	B Former Ann-FE
10		annuity will continue but pay <i>will not</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc
11			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc
12			Is not a Uniformed Services retiree	G FE-No Reduction<

>Table 4-D. Annuitant Status (Continued)

R U L E	A	B	C	D
	If appointee is	And	And	Then enter in block 28 of the Standard Form 50
13	Retired under the Federal Employees Retirement System	annuity will continue and pay will be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE
14			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE
15			Is not a Uniformed Services retiree	A Reempl Ann-FE
16	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer
17		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted
18	Not described in rules 1-17			9 Not applicable<

Chapter 6. Creditable Service for Leave Accrual

Subchapter 1. Determining Creditable Service

1-1. Coverage.

a. This subchapter covers procedures for determining creditable service for leave accrual purposes. It explains how to:

- (1) Identify prior service;
- (2) Verify prior service; and
- (3) Determine if prior service is creditable for leave.

b. Subchapter 2 explains how to compute a Service Computation Date for leave. Subchapter 3 explains when and how to process a personnel action to document a change in a Service Computation Date.

c. Information on determining creditable service for other purposes is found in other issuances. These include:

- (1) **The CSRS and FERS Handbook** - service credit for retirement;
- (2) the **Restructuring Information Handbook** and title 5, **Code of Federal Regulations**, (CFR) part 351 - service credit for reduction in force;
- (3) the **Code of Federal Regulations** (CFR) - creditable service for:
 - (a) within-grade increases in 5 CFR 531 and 532;
 - (b) tenure in 5 CFR 315; and
 - (c) initial and supervisory probationary periods in 5 CFR 315.

1-2. Service Computation Date

A Service Computation Date (SCD) is a date, either actual or constructed, used to

determine benefits that are based on how long the person has been in the Federal Service. The SCD-Leave is used to determine the rate at which an employee accrues annual leave - 4, 6, or 8 hours per pay period - depending on the amount of service creditable for leave accrual purposes. Agencies must establish an SCD-Leave for each employee at appointment, whether or not the employee is eligible to earn leave. To establish the SCD, the agency must identify the employee's prior Federal service, verify such service, determine how much, if any, of the service is creditable for leave accrual purposes, and then compute the SCD.

1-3. Identifying Prior Federal Service.

a. Application. Review the employee's application or resume to identify any prior Federal service. Federal service includes civilian and military service.

b. Standard Form 144. Ask each appointee to complete the Standard Form 144, Statement of Prior Federal Service. This allows the employee to supplement the Federal service listed on his or her application.

c. Optional Form 306. Use information from the Optional Form 306, Declaration for Federal Employment, to determine if the employee is a military retiree.

1-4. Creditable Service.

Section 6303 of title 5, United States Code, sets the rules for crediting service for annual leave accrual. The law states: “In determining years of service, an employee is entitled to credit for all service of a type that would be creditable under section 8332, regardless of whether or not the employee is covered by subchapter III of chapter 83.”

Creditable service falls into three general categories:

- service as a civilian employee, that is, service under a Federal appointment performing Federal functions under Federal supervision;
- active duty in the uniformed services; and
- other service made creditable by specific legislation.

1-5. Creditable Civilian Service

a. Types of Service. All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes is also creditable for leave accrual. Potentially creditable includes service that could be credited if the employee made deposits to the Retirement fund. Such deposits are *not* required before the employee gets credit for leave accrual purposes. Creditable civilian service for leave accrual includes service:

(1) under a Federal appointment as defined in section 2105 of title 5, United States Code, whether in the competitive, excepted, or Senior Executive Service.

(2) covered by CSRS or Federal Employees’ Retirement System (FERS) retirement deductions, including service for which the employee received a refund of the retirement deductions.

(3) under other Federal retirement systems as long as the individual *could* obtain a refund of his or her deductions under that system and deposit them in the CSRS fund. Civilian service under systems where the employee *cannot* withdraw contributions, such as the DC Police and Firefighter System and the Financial Institutions Retirement Fund, is *not* creditable.

(4) listed in Chapter 20, Subchapter 20A of **The CSRS and FERS Handbook**. This chapter contains detailed information on civilian service that is creditable for retirement purposes. Civilian service creditable for civil service retirement under section 8332 of title 5, United States Code, is also creditable for leave.

b. Amount of Service to be Credited.

In general, employees get a day of credit for each day of full time or part time service. Elapsed calendar time is the maximum time that can be credited. For example, if an employee has two part time appointments from January 1, 1998, thru March 31, 1998, credit is limited to three months. Special rules apply to short separations, absence for uniformed service or compensable injury, periods of nonpay/nonduty status, and service on an intermittent work schedule.

(1) *Separations* of >three calendar days or less< between two periods of creditable civilian service are to be credited. The separation period is treated as a continuation of the first period of service.

(2) Employees who are absent because of *uniformed service or compensable injury* are entitled to be treated as though they had never left. The regulations governing restorations to duty after uniformed service or compensable injury are in part 353 of

Chapter 9. Career and Career-Conditional Appointments

1. Coverage.

This chapter covers permanent appointments in the competitive service by:

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

2. Special Conditions.

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

- a. **Person is retired.** When the person

being appointed is retired from Federal civilian service, *** follow the >guidance in Chapter 3 (Figure 3-4)<, in addition to instructions in this chapter.

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

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

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

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

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

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

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

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

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

Job Aid

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

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

Pages 9-7 and 9-8 are blank.

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

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

NOTES:

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

>Page 9-12 is blank.<

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

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

NOTES:

1. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bicultural/Bilingual Selective Factors*.

2. When selection is made under the Administrative Careers With America Outstanding Scholar Program, shown as the first authority (in blocks 5C-5D or 6C-6D) *AYM: Luevano Decree*; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABK: ACWA Outstanding Scholar Program*.

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

>Page 9-14 is blank.<

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

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

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

<i>R 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</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>
37	Reinstatement under an authority not covered under Rules 8 - 36	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)
38			Career-Conditional	141	Reins-Career-Cond		
39		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
40			Career-Conditional	541	Conv to Reins-Career Cond		

NOTES:

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

>Page 9-20 is blank.<

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	Circumstances or an authority not described in Rules 1-60	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2 of this table)<
62			Career-Conditional	101	Career-Cond Appt		
63		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
64			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

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

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

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

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

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

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

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

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

<i>R</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>				
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)

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

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

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

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

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
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</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>				
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	Employee's total salary includes a staffing differential		P71	Salary in block 20 includes staffing differential of \$_____.
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)

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
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 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>
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	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	A17	As a reemployed annuitant, you serve at the will of the appointing officer.
70			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. ***
2. ***
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. ***
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. Temporary Appointment Pending Establishment of a Register (sometimes referred to as “TAPER” appointment) is a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected.

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

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

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

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

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

3. Special Conditions.

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

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

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

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

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

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

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

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

STEP	ACTION	
8	Prepare and distribute required notices, continued:	
	<i>IF...</i>	<i>THEN...</i>
	***	***
9	Follow your agency instructions to distribute the Standard Form 50 copies.	

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)>(7)<
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)		
17	Based on eligibility for a Veterans' Readjustment Authority (VRA) appointment	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)(2)
18				Is already employed in your agency in a different position or under a different appointing authority	515		
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)(4)
20				Is already employed in your agency in a different position or under a different appointing authority	515		

Table 10-F. Status Quo Employment (Continued)

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

NOTES:

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

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

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

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Table 10-H. Overseas Limited Appointment (Continued)

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

NOTES:

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

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

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

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

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
35	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
36			X49	Change to lower grade is for personal cause.
37	Employee who is moved out of the Senior Executive Service is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
38	Employee is entitled to pay retention under 5 U.S.C. 5363			
39		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
40	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.
41			X42	Pay retention entitlement is terminated.
42	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Nature of Action Code for this appointment is 120 or 124	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
43		Nature of Action Code for this appointment is 107, 108, 112, 115, 117, or 122	N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
44	Employee's total salary includes payment for administratively uncontrollable overtime pay		P81	Salary in block 20 includes AUO of \$_____.

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

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

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

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
>65	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)<

NOTES:

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

Chapter 11. Excepted Service Appointments

1. Coverage.

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

2. Definitions.

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

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

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

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

3. Special Conditions.

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

a. Retired persons. When the person being appointed is retired from Federal civilian service, *** you must follow the instructions in

Chapter 3 as well as those instructions appropriate for excepted service appointments.

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

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

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Instructions for Processing Personnel Actions on Appointments in the Excepted Service

Job Aid # 5

STEP	ACTION	
1	<p>When actions involve persons new to the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the applications and other documents submitted.</p> <p>When actions involve persons already on the rolls of your agency, compare data on the SF 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct. Then follow any of the instructions that are applicable:</p>	
	If the employee...	Then...
	<p>Is being converted to a new appointment on the same date that he or she returns to duty from nonpay status,</p>	<p>Both the return-to-duty (RTD) action and the conversion must be documented.</p> <p>Follow the instructions in Chapter 16 to document the RTD and the instructions in this chapter to document the conversion. If the actions are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the RTD in blocks 5A-5F.</p>
	<p>Will change the work schedule, or the number of hours he or she works on a part-time basis, will change as a result of a conversion action,</p>	<p>The new schedule/hours must be documented.</p> <p>Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours.</p> <p>If the conversion and the change in work schedule or hours are being documented on a single SF 52 (and SF 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a Chg in Hours action, enter the new hours per pay period in block 33.</p>
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Job Aid #5. Instructions for Processing Personnel Actions on Appointments in the Excepted Service, continued

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

STEP	ACTION	
7	Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
8		
	If the employee is...	Then...
	Being converted to a new appointment and will be serviced by a new payroll office,	Give the employee, before the effective date of the conversion, a completed SF 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of payroll office where the individual's records are maintained.
Coming from another agency,	<p>Make another copy of the SF 50 (or list form of notice).</p> <p>Send it to the servicing personnel office in the "losing" agency, and request that employee's OPF and leave record (SF 1150) be forwarded to your office.</p> <p>If a copy of the appointment SF 50 (the "pick-up 50") cannot be sent to the losing agency within five days of the effective date of the appointment, send a copy of the appointment SF 52. That copy must show the effective date of the appointment and have the appointing official's signature in the approval block (Part C, block 2) of the SF 52.</p> <p>Note: When the gaining agency is using an OPM-approved electronic SF 52 or SF 52 signature system, a letter may be used to request the OPF. The request letter 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>	
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Job Aid #5. Instructions for processing Personnel Actions on Appointments in the Excepted Service, continued

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

Table Summary: Table 11-A. Excepted Service Appointments

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	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
Based on employment with D.C. Department of Corrections - Closure of Lorton	59-62
Not listed above	
• Under Schedule A, B, or C authority	1-4, 55-58
• Under another authority	63-66
• Extension of an Exc Appt	67

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

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

NOTES:

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

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

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

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
8	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.
9	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)
10	Appointment is indefinite, i.e., nonpermanent without a definite time limitation, and there is no plan (or employee is not eligible under any existing plan) for movement into the agency's permanent workforce without new examination of qualifications		E01	Appointment is indefinite.
11	Employee is currently serving in tenure group "0"	Has completed one year of current continuous employment	T11	Completed 1 year of current continuous service. (see Note 4 of this table)

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
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</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
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 under Schedule A, Sec. 213.3102(ii) (see Note 6 of this table)		A04	Appointment is NTE 2 years. Upon satisfactory completion of internship, you may be noncompetitively converted to career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this internship, 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</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
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 Readjustment Authority (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 is appointment 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</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
29	Action is a conversion to another appointment of an employee who is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
30	Employee is on the rolls of another agency on a part-time or intermittent appointment (see Note 7 of this table)	Will continue in that status after appointment in your agency	M34	On part-time or (intermittent) appointment in (agency).
31	Employee is on the rolls of another agency in a nonpay status (see Note 7 of this table)		M33	On nonpay status in (agency).
32	Employee is moving between executive agencies	Has reemployment rights in former agency or office	M02	You have reemployment rights for two years in (former agency) granted under Reg. 352.204 and OPM letter of (date).
33	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
34	Employee is converted from an SES appointment	Action is because of employee's less than fully successful performance in the SES position or because of employee's failure to be recertified in the SES	M58	No SES reinstatement rights.
35	Employee declined conversion to an SES appointment	Position to which employee is being assigned is an SES position	M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
36	Employee receives Presidential appointment that requires Senate confirmation	Appointment follows an SES Career Appt without a break in service and the employee elects to continue SES pay and/or benefits	E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392
37	Employee was a career appointee in the SES who voluntarily requested a change to a position in the excepted service		M20	Action at employee's request.
38	Appointment is at salary rate above minimum rate of the grade		P04	Superior qualifications appointment made under Reg. 531.203(b).
39	Employee is appointed to or converted to a position for which special higher-than-usual pay rate has been established under 5 U.S.C. 5305 to recruit and retain qualified employees		P05	Special rate under 5 U.S.C. 5305.
40	Employee is appointed to or converted to a supervisory GS position in which he or she supervises higher paid employees under another pay system	Employee receives a supervisory differential	P72	Salary in block 20 includes supervisory differential of \$_____.
41	Employee's salary will be based on his or her highest previous rate of pay	Salary for current action is based on that higher rate	P01	Previously employed at (pay plan, grade, rate).
42		Agency cannot verify salary before action is effected	P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>	
<i>L</i>			<i>Code Is</i>		
<i>E</i>					
43	Rate increase (other than a WGI) is due on effective date of action	A separate SF 50 is not being processed for the rate increase	P02	Pay rate fixed to include rate increase due on same date.	
44	Employee is returning after service with the American Institute in Taiwan an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
45		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
46	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
47			X61	Retained grade will not be used for purposes of reduction-in- force.	
48			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
49			Retained grade is equivalent to grade actually held by the employee prior to the reduction which entitled employee to grade retention	X35 (see Note 8 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
50			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note >8< of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
54	Employee is entitled to pay retention under 5 U.S.C. 5363			
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
56	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade is for personal cause.
57			X42	Pay retention entitlement is terminated.
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then Remark</i>	<i>And Remark Is</i>
<i>L</i>			<i>Code Is</i>	
<i>E</i>				
60	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$_____.
61	Employee's total salary includes payment for AUO		P81	Salary in block 20 includes AUO of \$_____.
62	Employee's total salary includes a staffing differential		P71	Salary in block 20 includes staffing differential of \$_____.
63	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
64	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given SF 3109, FERS Election of Coverage, and receipt copy has been filed in employee's OPF	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
65	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
66	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
67		Rule 65 does not apply	M45	Employee is automatically covered under FERS.
68	Employee has elected to retain coverage under a retirement system for NAF employees		B63	Elected to retain coverage under a retirement system for NAF employees.

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

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

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

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

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

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

NOTES:

1. Use as many remarks as are applicable.
2. ***
3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement.
4. Tenure group in block 24 changes to "3."
5. Service year means a consecutive 12 month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a "service year." Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.
6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency >(reference 5 U.S.C. 5533).<
8. Use this remark in addition to those required under Rules 45-48.
9. ***
- >10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.<

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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-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	***			
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	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
19	P10	Annuity at present is \$ pa. (See Note 2 of this table)
20	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
21	P70	Salary in block 20 includes retention allowance of \$_____.
22	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)
23	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.

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c. Employee is absent in military service or because of compensable injury.

Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.

File the >Standard Form 52, Request for Personnel Action,< on right side of the Official Personnel Folder; prepare and distribute Standard Form 50 after employee returns, moving the Standard Form 52 from

right side to the left side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the Standard Form 52 from the employee's folder and destroy it.

d. ***

e. An employee on a temporary promotion receives a permanent promotion. Unless agency instructions require that an employee who is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

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Table 14-A. Documentation of Details

R U L E	A	B	C
	<i>If Detail is</i>	<i>And</i>	<i>Then</i>
1	To State or local government under the authority of the Intergovernmental Personnel Act (IPA) or to an international organization		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date.
2	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.
3	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher grade position	Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (see Note 1 of this table)
4		Is to a position with promotion potential	
5		Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.
6	For 120 days or more		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (see Note 2 of this table)

NOTES:

1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF 52) extends beyond 30 days, prepare an SF 52 showing as the effective date the date on which the detail actually began.
2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF 52) extends to 120 days or more, prepare an SF 52 showing as the effective date the date on which the detail actually began.

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Table 14-B. Promotions in the Competitive Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion- NTE (date)	SZR	Reg. 930.204	
2		Is not on a temporary basis	702	Promotion			
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion- NTE (date)	N3M	Reg. 335.102 Comp	K12
4		Is not on a temporary basis	702	Promotion			
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2 of this table)				N2M	Reg. 335.102	K13
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent				N3M	Reg. 335.102 Comp	K12
7	Reclassification of a position at a higher grade because of additional duties and responsibilities				N7M	Reg. 335.102 Reclass	K26

Table 14-B. Promotions in the Competitive Service (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	The upgrading of a position as a result of the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 U.S.C. 5107	K23
9	The upgrading of a position as a result of *** the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27
10	Noncompetitive advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Reg. 335.102 Career Prom	
11	Promotion of an employee who is serving in a Worker-Trainee position on a temporary appointment pending the establishment of a register (TAPER)				MBM	Reg. 316.201(b)	

Table 14-B. Promotions in the Competitive Service (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 Basis Of Promotion</i>	<i>And The Promotion</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code</i>	<i>Auth Is</i>	<i>And Codes for</i>
<i>L</i>	<i>Is</i>		<i>NOAC Is</i>		<i>Is</i>	<i>(See Note 1</i>	<i>Required Remarks</i>
<i>E</i>						<i>of this table)</i>	<i>Are (See Note 3 of</i>
							<i>this table)</i>
12	An exception to competitive promotion procedures not described in Rules	Is on a temporary basis	703	Promotion- NTE (date)	N8M	Reg. 335.102 Except to Comp	
13	7-11 (e.g., repromotion to a grade previously held)	Is not on a temporary basis	702	Promotion			
14	>Selection from the Reemployment Priority List	Is to a grade previously held on a nontemporary basis in the competitive service from which the employee was demoted under 5 CFR 351			NUM	Reg. 330.207<	
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Reg. 335.102 Comp	K12
16		May be extended without competition			N8M	Reg. 335.102 Except to Comp	

NOTES:

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

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

2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.

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

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Table 14-C. Promotions in the Excepted Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Reg. 307.103	
2		Is on a temporary basis	703	Promotion- NTE (date)			
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3	
4		Is on a temporary basis					
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)	
6	Assignment (under circumstances not covered in Rules 1-5) to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
7		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	

Job Aid**Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status**

STEP	ACTION
1	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.
2	Use job aid, Effects of Nonpay Status , to identify actions necessary when an employee is placed in a nonpay status.
3	Use Table 15-A to select the nature of action and authority. Put them in blocks 5A-F of the Standard Form 52.
4	Use Table 15-B to select remarks/remarks codes required by the Office of Personnel Management for the action. Enter them in Part F of the Standard Form 52. Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
5	Complete the Standard Form 52 as required by instructions in Chapter 4 of this Guide . When a suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "suspension to be imposed on Monday - Wednesday of each week for a total of 45 days."
6	Follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.
7	Follow instructions in Chapter 4 of this Guide to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

Job Aid**Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status, continued**

STEP	ACTION
8	<p>Enter or update not-to-exceed date of action in any tickler system your agency uses.</p> <p>Use job aid, Effects of Nonpay Status, to identify any changes (for example, within-grade increase eligibility date) that will change as a result of the employee's nonpay status and make the necessary changes in your tickler system.</p>
9	<p>Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.</p>
10	<p>Issue any notices required for the action, including the following if appropriate:</p> <p>—When the employee will be in nonpay status for more than 7 consecutive days, give the employee a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual's records are maintained.</p> <p>***</p> <p>—When the employee is to enter active duty with the Armed Forces, provide information about restoration rights after service is completed, explain those rights (see 5 CFR part 353) or refer employee to a specialist who can explain them. Also, ask him or her to state in writing whether he or she wants the unused annual leave to be paid in a lump sum or wants it to be held until he or she returns (see 5 U.S.C. 5552).</p>
11	<p>Follow your agency's instructions to distribute documentation of the personnel action.</p>

Chapter 16. Return to Duty from Nonpay Status

1. Coverage.

a. This chapter covers actions that bring an employee back to pay status and duty after a 460/LWOP, 473/LWOP-US, 430/Placement in Nonpay Status, 472/Furlough NTE, or a Suspension Action.

b. This chapter does not cover return to duty from:

(1) a brief period of leave without pay for which no Standard Form 50, Notification of Personnel Action, was processed; a Standard Form 50 for a return to duty is not needed in these cases.

(2) Other paid leave, such as annual leave granted for a vacation or sick leave. A Standard Form 50 is not issued for these purposes.

(3) Discontinuous furlough or discontinuous suspension; a Standard Form 50 for return to duty is not needed in these cases.

2. When to Process a Return to Duty.

You must process a return to duty action whenever an employee returns from a nonpay status that was documented by a Standard Form 50, except as noted in 1b(3) above. If an employee is approved leave through the Leave Transfer Program (5 CFR 630.901) while on leave without pay that was documented by a Standard Form 50, a return to duty action must be processed prior to placing that person on paid leave.

3. Instructions.

a. 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. Use job aid, **Effect of Nonpay Status on Service Dates**, to decide if service dates will change due to the length of time the employee was in nonpay status. If the service computation date for leave accrual (SCD-leave) will change, compute the new one and enter it in item 31 of the Standard Form 52 and in any suspense date system your agency maintains.

c. Follow instructions in **The Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices** to take action on health benefits by which the employee was covered before the period of time in nonpay status began. Follow instructions in **The Federal Employees' Group Life Insurance - Handbook for Employees, Annuitants, Compensationers and Employing Offices** to take action if employee had life insurance coverage.

d. Use Table 16-A to select nature of action and authority for the action, and put them in blocks 5A-F of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the

authority code approved by the office of Personnel Management) instead of the authority and code shown in this chapter.

e. Use Table 16-B to select the remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F. Also enter in Part F any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

f. If another action is effective on the same date as the return to duty, use the chapter that covers the second action to select the nature of action, authority and remarks for the second action. Document them in blocks 6A-F and Part F of the return to duty action or on a separate action. If both actions are documented on the same Standard Form 50, show in blocks 15-22 the position and pay to which the second action moves the employee.

g. Complete 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.

i. Update any suspense dates in any reminder system your agency uses. These dates may include:

- ending date for trial or probationary period;
- date for change in tenure action; or
- date eligible for within-grade increase.

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 Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.

k. Prepare and distribute required notices.
(1) ***

(2) Follow your agency's instructions to distribute documentation of the personnel action.

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

STEP	ACTION											
1	Use the table for the applicable pay plan to select the nature of action and authority:											
		<table border="1"> <thead> <tr> <th data-bbox="440 537 883 590">Pay Plan</th> <th data-bbox="883 537 1338 590">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 590 883 663">General Schedule (GS)</td> <td data-bbox="883 590 1338 663">Table 17-A</td> </tr> <tr> <td data-bbox="440 663 883 842">General Schedule Employees Who are Covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (meaning GM employees)</td> <td data-bbox="883 663 1338 842">Table 17-B</td> </tr> <tr> <td data-bbox="440 842 883 915">Prevailing Rate Systems</td> <td data-bbox="883 842 1338 915">Table 17-C</td> </tr> <tr> <td data-bbox="440 915 883 1010">Other Pay Systems</td> <td data-bbox="883 915 1338 1010">Table 17-D</td> </tr> </tbody> </table>	Pay Plan	Table	General Schedule (GS)	Table 17-A	General Schedule Employees Who are Covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (meaning GM employees)	Table 17-B	Prevailing Rate Systems	Table 17-C	Other Pay Systems	Table 17-D
Pay Plan	Table											
General Schedule (GS)	Table 17-A											
General Schedule Employees Who are Covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (meaning GM employees)	Table 17-B											
Prevailing Rate Systems	Table 17-C											
Other Pay Systems	Table 17-D											
<p>Enter nature of action and authority in blocks 5A-F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>												
2	<p>Use Tables 17-E and 17-F to select remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.</p>											
3	Complete the Standard Form 52 as required by instructions in Chapter 4 of this Guide ; follow your agency's procedures to complete an agency request document.											
4	Follow your agency's procedures to get the approval signature on the Standard Form 52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in allowance/differential that results from a statutory or regulatory change in rates or an Executive Order.											
5	Follow instructions in Chapter 4 of this Guide to complete the Standard Form 50. The Standard Form 50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which a Standard Form 50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.											

Job Aid**Instructions for Processing Personnel Actions on Pay and Step Changes,
continued**

STEP	ACTION
6	Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses. These dates include: <ul style="list-style-type: none"> — date eligible for next within-grade increase, — grade retention expiration date, and — date on which next performance determination must be made (when within-grade increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	***
9	Follow your agency's instructions to distribute documentation of the personnel action.

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

NOTES, continued:

6. ***

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

8. When an action grants, changes, or terminates an allowance/differential for an employee who is entitled to two of the allowances/differentials described in rules 36-38 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 one or more allowances/differentials for an employee who is entitled to all three of the allowances/differentials described in rules 36-38, process one NOA 810 SF 50 and cite as the authority **ZTZ/P.L. 101-509**. (If more than one NOA 810 SF 50 is prepared with the same effective date, the actions must be combined for submission to the Central Personnel Data File.)

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**Table 17-B. Pay Changes for General Schedule Employees Who are covered by the PMRS
Termination Provisions of Public Law 103-89 (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</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is</i>	<i>And Required Remarks Code Is (See Note 2 of this table)</i>
1	Action is a within-grade increase (see Note 3 of this table)	Employee is entitled to grade retention	891	GM WGI	Z2P and VLJ	P.L. 103-89 and 5 U.S.C. 5362(c)	P14 and X62
2		Employee is not entitled to grade retention			Z2P		
3	Action denies a within-grade increase (see Note 4 of this table)	Employee is entitled to grade retention	888	Denial of WGI	Z2P and VLJ	P.L. 103-89 and 5 U.S.C. 5362(c)	P91 and X63
4		Employee is not entitled to grade retention			Z2P		

NOTES:

1. Use Table 17-A to process any pay change actions not covered here.
2. Use Table 17-F to translate remarks codes into required remarks.
3. Enter "00" in block 19. Show in block 20 the salary to which the employee is entitled. If that amount is higher than the payable rate, use remark P26: "Payable salary limited to \$_____ by 5 U.S.C. 5303(f) (or other statutory authority)."
4. Enter "00" in block 19. Show in block 20 the salary *currently held* by the employee (i.e., the one the employee will continue to receive). Show as the effective date the date on which the increase would otherwise have been effective.

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Table 17-C. Pay and Step Changes Under Prevailing Rate Systems

<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 Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is</i>	<i>Auth is</i>	<i>Codes for Required Remarks Are (See Note 1 of this table)</i>		
1	Receives a within-grade increase	Employee is entitled to grade retention	893	Within-grade Inc	VUL and VLJ	5 U.S.C. 5343(e)(2) and 5 U.S.C. 5362(c)	X46		
2		Employee is not entitled to grade retention			VUL			5 U.S.C. 5343 (e)(2)	
3	Occupies a position that changed from the General Schedule to a Prevailing Rate System	Pay is set on the basis of employee's existing grade retention entitlement	894	Pay Adj	FEM and VLJ	Reg. 532.405(c)(2) and 5 U.S.C. 5362(c)	X44		
4		Pay is set on the basis of employee's existing pay retention entitlement			FEM and VSJ			Reg. 532.405(c)(2) and 5 U.S.C. 5363(a)	X40
5		Employee is not entitled to grade or pay retention			FEM			Reg. 532.405(c)(2)	
6	Occupies a position in a wage area that is consolidated with another wage area	Pay is set on the basis of employee's existing grade retention entitlement			FTM and VLJ	Reg. 532.415(a) and 5 U.S.C. 5362(c)	X44		
7		Pay is set on the basis of employee's existing pay retention entitlement			FTM and VSJ			Reg. 532.415(a) and 5 U.S.C. 5363(a)	X40
8		Employee is not entitled to grade or pay retention			FTM			Reg. 532.415(a)	

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>	<i>Codes for Required Remarks Are (See Note 1 of this table)</i>
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	
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. See Table 17-F to translate codes into actual remarks.
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.

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Chapter 19. Continuance NTE

1. Coverage.

a. This chapter covers:

- Actions that document waiver from mandatory retirement, and
- Extension of the not-to-exceed (NTE) date of a previous waiver.

Mandatory retirement is explained in sections 8335 and 8425 of title 5, U.S. Code and in section 4052 of title 22, U.S. Code. Table 19 lists the groups of employees who are subject to it.

b. This chapter does not cover situations where an employee is reemployed immediately after retirement. In those cases, follow instructions in Chapter 30 to document the retirement. Then follow instructions in Chapter 8 and in the appropriate appointment chapter (Chapters 9-13) to document the subsequent appointment action.

2. Instructions.

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

b. Use Table 19-A to select the nature of action and legal authority and enter them in blocks A-D 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.

Enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

c. The effective date is the date following the date on which the employee would otherwise be separated for mandatory retirement or the date following the not-to-exceed date of the previous continuance. The not-to-exceed (NTE) date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.

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

e. Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

f. Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include:

- NTE date for continuance, or
- date eligible for within-grade increase.

g. Check **The Guide to Personnel Recordkeeping** to decide if any of the documents submitted or created in connection with the continuance 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.

h. ***

- i.** Distribute Standard Form 50 copies as appropriate.

Job Aid**Instructions on Processing List and Other Agency Forms of Notice to Document Actions for Realignment and Mass Transfer**

STEP	ACTION						
1	Review the document that authorizes the realignment or mass transfer to determine which employees are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office.						
2	<p>Follow instructions in Chapter 4, section 5, to prepare and distribute the list form or if using an agency issuance to notify employees of a realignment, follow agency instructions.</p> <p>Use Table 21 to select the nature of action, authority, and remarks. In the case of a realignment action for an employee who is serving on a temporary assignment, asterisk or footnote the employee's name and cite the following remarks, as appropriate.</p> <table border="1" data-bbox="347 1031 1395 1289"> <thead> <tr> <th data-bbox="347 1031 873 1094"><i>When temporary assignment is...</i></th> <th data-bbox="873 1031 1395 1094"><i>Use Remark Code and Remark...</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1094 873 1188">Promotion NTE (date)</td> <td data-bbox="873 1094 1395 1188">M23 Continues 703 Promotion NTE (date)</td> </tr> <tr> <td data-bbox="347 1188 873 1289">Position Change NTE (date)</td> <td data-bbox="873 1188 1395 1289">M24 Continues 741 Position Change NTE (date)</td> </tr> </tbody> </table>	<i>When temporary assignment is...</i>	<i>Use Remark Code and Remark...</i>	Promotion NTE (date)	M23 Continues 703 Promotion NTE (date)	Position Change NTE (date)	M24 Continues 741 Position Change NTE (date)
<i>When temporary assignment is...</i>	<i>Use Remark Code and Remark...</i>						
Promotion NTE (date)	M23 Continues 703 Promotion NTE (date)						
Position Change NTE (date)	M24 Continues 741 Position Change NTE (date)						
3	<p>If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable.</p> <p>If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.</p>						
4	Change any agency records (such as employee locator files) that reflect the organization.						
5	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. See The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices .						
	<i>Continued on next page</i>						

Job Aid**Instructions on Processing List and Other Agency Forms of Notice to Document Actions for Realignment and Mass Transfer, continued**

STEP	ACTION	
6	Issue and distribute the list form to document the action.	
7	***	
8	When the Personnel Office, the Payroll Office, or both change, complete the following additional actions.	
	<p style="text-align: center;"><i>When the Personnel Office Changes</i></p> <p>Request the employee's Official Personnel Folder from the losing personnel office. When it arrives, file any documents submitted with, or created in connection with, the action, as appropriate.</p>	<p style="text-align: center;"><i>When the Payroll Office Changes</i></p> <p>If health benefits coverage continued, following instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.</p>

Job Aid

Instructions for Processing the Standard Form 50, Notification of Personnel Action, for Realignment and Mass Transfer

STEP	ACTION						
1	<p>Review the document that authorizes the realignment or mass transfer to determine which employees are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist.</p> <p>The authorizing document may be a Standard Form 52, Request for Personnel Action, or it may be a document that is described in your agency procedures established for these types of personnel actions. If the authorizing document is other than the Standard Form 52, check your agency’s procedures to see whether a Standard Form 52 is required. If agency procedures require the use of the Standard Form 52, check whether the office involved prepares the Standard Form 52 or if one is prepared in the Personnel Office.</p> <p style="text-align: center;"><i>When the Standard Form 52 is Used</i></p> <table border="1" data-bbox="347 1066 1393 1665"> <thead> <tr> <th data-bbox="347 1066 873 1150"><i>If the office involved submits the Standard Form 52...</i></th> <th data-bbox="873 1066 1393 1150"><i>If the Personnel Office prepares the Standard Form 52...</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1150 873 1318">Compare the data on it with last action in the employee’s Official Personnel Folder to be sure it is correct.</td> <td data-bbox="873 1150 1393 1486">Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.</td> </tr> <tr> <td data-bbox="347 1318 873 1665">Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.</td> <td data-bbox="873 1486 1393 1665">Fill in the remaining blocks of the Standard Form 52 as required by instructions in Chapter 4 of this Guide. Follow your agency’s procedures to get the approval signature on the Standard Form 52.</td> </tr> </tbody> </table>	<i>If the office involved submits the Standard Form 52...</i>	<i>If the Personnel Office prepares the Standard Form 52...</i>	Compare the data on it with last action in the employee’s Official Personnel Folder to be sure it is correct.	Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.	Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.	Fill in the remaining blocks of the Standard Form 52 as required by instructions in Chapter 4 of this Guide . Follow your agency’s procedures to get the approval signature on the Standard Form 52.
<i>If the office involved submits the Standard Form 52...</i>	<i>If the Personnel Office prepares the Standard Form 52...</i>						
Compare the data on it with last action in the employee’s Official Personnel Folder to be sure it is correct.	Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.						
Use Table 21 to select the nature of action, authority, and remarks; enter them in blocks 5A-5F and Part F of the Standard Form 52. Also enter in Part F any additional remarks/remarks codes that are required by your agency’s instructions or that are necessary to explain the action. If the employee’s duty station, location code, and/or agency code changes, enter the new data on the Standard Form 52.	Fill in the remaining blocks of the Standard Form 52 as required by instructions in Chapter 4 of this Guide . Follow your agency’s procedures to get the approval signature on the Standard Form 52.						
2	Follow the instructions in Chapter 4 of this Guide to complete the Standard Form 50. Follow your agency’s instructions to have it signed or authenticated.						
3	Follow your agency’s instructions to distribute the Standard Form 50 copies.						
<i>Continued on next page</i>							

Job Aid**Instructions for Processing the Standard Form 50, Notification of Personnel Action, for Realignment and Mass Transfer, continued**

STEP	ACTION
4	<p>If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable.</p> <p>If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.</p>
5	Change any agency records (such as employee locator files) that reflect the organization.
6	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. (See instructions on back of the Standard Form 2809, Health Benefits Registration Form.) Follow instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices .
***	***

Instructions for Processing Personnel Actions on Change in Duty Station

STEP	ACTION										
1	<p>Review the document that authorizes the change in duty station to determine which employees are affected by the change and whether the change will place the employees under the jurisdiction of a different servicing personnel or payroll office. If you are not sure, ask your personnel specialist.</p> <p>The authorizing document may be a Standard Form (SF) 52, Request for Personnel Action, or it may be a document that is described in your agency procedures established for these types of personnel actions. If the authorizing document is other than an Standard Form 52, check your agency's procedures to see whether an Standard Form 52 is required. If agency procedures require the use of the Standard Form 52, check whether the office involved prepares the Standard Form 52 or if one is prepared in the Personnel Office.</p> <table border="1" data-bbox="358 793 1388 1507"> <thead> <tr> <th colspan="2" data-bbox="358 793 1388 848">When an Standard Form 52 is Used</th> </tr> <tr> <th data-bbox="358 848 915 940">If the office involved submits the Standard Form 52...</th> <th data-bbox="915 848 1388 940">If the Personnel Office prepares the Standard Form 52...</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 940 915 1094">Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct.</td> <td data-bbox="915 940 1388 1094">Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this Guide.</td> </tr> <tr> <td data-bbox="358 1094 915 1247">Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required.</td> <td data-bbox="915 1094 1388 1247">Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required.</td> </tr> <tr> <td data-bbox="358 1247 915 1507">Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this Guide. Follow your agency's procedures to get the approval signature on the Standard Form 52.</td> <td data-bbox="915 1247 1388 1507">Follow your agency's procedures to get the approval signature on the Standard Form 52.</td> </tr> </tbody> </table>	When an Standard Form 52 is Used		If the office involved submits the Standard Form 52...	If the Personnel Office prepares the Standard Form 52...	Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct.	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this Guide .	Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required.	Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required.	Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this Guide . Follow your agency's procedures to get the approval signature on the Standard Form 52.	Follow your agency's procedures to get the approval signature on the Standard Form 52.
When an Standard Form 52 is Used											
If the office involved submits the Standard Form 52...	If the Personnel Office prepares the Standard Form 52...										
Compare data on it with the last action in the employee's Official Personnel Folder (OPF) to be sure it is correct.	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4, of this Guide .										
Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of Standard Form 52. No remarks are required.	Enter the employee's <i>new</i> duty station and code in blocks 39 and 38 of the Standard Form 52. No remarks are required.										
Fill in the remaining blocks on Standard Form 52 as required by instructions in Chapter 4, of this Guide . Follow your agency's procedures to get the approval signature on the Standard Form 52.	Follow your agency's procedures to get the approval signature on the Standard Form 52.										
2	Decide whether to use a Standard Form (SF) 50, Notification of Personnel Action, for each employee or a list form (see Chapter 4, of this Guide , for information on use of list forms).										
3	Follow your agency's instructions to have the Standard Form 50, or list form, signed or authenticated.										
<i>Continued on next page</i>											

**Instructions for Processing Personnel Actions on Change in Duty Station,
continued**

STEP	ACTION
4	>Follow your agency instructions to distribute the Standard Form 50 copies.< ***
5	If employee's residence or worksite changes to a different State or local jurisdiction (city/county), ask employee to complete new State and local tax withholding forms, as applicable. If the payroll office changes, ask employee to complete Form W-4 for Federal income tax withholding in addition to new State and local tax withholding forms, if applicable.
6	Change any agency records (such as employee locator files) that reflect the organization.
7	If employee is moved to an area not covered by his or her health benefits plan, employee may change enrollment. (See instructions on back of the SF 2809.) Follow instructions in The Federal Employees Health Benefits Handbook .
***	***

Chapter 24. Change in Work Schedule/Change in Hours

1. Coverage

a. This chapter covers:

(1) Change in work schedule — a change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules; and

(2) Change in hours — a change in the total number of hours during that day that a part-time employee is scheduled to work.

b. This chapter does not cover:

(1) a change in work schedule that will be effective for no more than one pay period (e.g., when a student's schedule is changed to full-time for *one* pay period at Christmas or during spring vacation);

(2) a change in employee's tour of duty (a change in the hours of the day or the days of the week during which the employee will work) when there is no change in either the work schedule or the total hours the employee will work; or

(3) a change in hours for a part-time employee that will be effective for no more than *two* pay periods.

If your agency wishes to record such changes on a Standard Form 50, Notification of Personnel Action, use a 900 series (agency-use) nature of action.

2. Definitions.

a. **Work schedule** is the time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent:

(1) **Full-time** usually requires an employee to work 40 hours as prescribed by the administrative workweek for that particular employment group or class;

(2) **Part-time** requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty; or

(3) **Intermittent** describes service performed without a regularly scheduled tour of duty.

b. **Seasonal employee** is one who works on an annually recurring basis for periods of less than 12 months each year.

3. Instructions.

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

b. Follow the instructions in Tables 24-A and 24-B to determine the actions needed and the nature of action and authority to be entered in blocks 5-A through 5-D to document the change.

c. When employee is changing from intermittent to full-time or part-time:

(1) if he or she had FICA coverage (retirement code 2), check Chapter 10 of **The CSRS and FERS Handbook** to determine if employee will be covered by the Civil Service Retirement System or the Federal Employees Retirement System as a

result of the new work schedule. If retirement coverage changes, follow instructions in Chapter 28 to document an 803/Chg in Retirement Plan action. Document the 803 action in blocks 6A-6D and 45 of the change in work schedule action *or* on a separate Standard Form 50, Notification of Personnel Action.

(2) if he or she was ineligible for health benefits coverage, check **The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices** to determine if employee will be eligible for health benefits as a result of the new work schedule. If so, follow instructions in the **Handbook** to advise the employee on correct enrollment procedures.

(3) if he or she was ineligible for life insurance coverage, check the **Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** to determine if employee will be eligible for Federal Employees Group Life Insurance coverage as a result of the new work schedule. If so, follow instructions in the **Handbook** to advise the employee on entitlements and options. Refer to Chapter 22 of this **Guide** to document an 881/Chg in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Chg in Work Schedule action *or* on a separate Standard Form 50.

d. Use Table 24-C to identify the 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 the remarks codes/remarks required for any other action processed on that Standard Form 52 as well as those required by your agency's instructions or that are necessary to explain the change in work schedule or change in hours.

e. Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4 of this **Guide**.

f. Follow instructions in Chapter 4 of this **Guide** to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

g. 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.

j. Prepare and distribute required notices:

(1) ***

(2) Follow your agency's instructions to distribute documentation of the personnel action.

Chapter 30. Retirements

Subchapter 1. General Instructions

1-1. Coverage.

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

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

More information on these retirements is found in **The CSRS and FERS Handbook for Personnel and Payroll Offices**.

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

involuntary separations under which the employee may be eligible for discontinued service retirement.

>**c.** This chapter *does not* cover employees eligible for MRA+10 retirement. See Chapter 31 for processing instructions.<

1-2. Instructions.

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

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

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

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

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

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

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

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

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

the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.

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

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

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

Job Aid

Notice Requirements When an Employee Retires

Instructions: Issue as many of the following notices as are applicable to the retiring employee's circumstances; more than one may be necessary.

<i>If the Employee</i>	<i>Then</i>
Is a law enforcement officer, firefighter, or air traffic controller, and has a combination of age and service at which separation is mandatory.	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 46.
Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
Is applying for disability retirement or the agency is initiating application for employee	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 60.
If employee is enrolled in a health benefits plan,	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
If employee has Federal Employees Group Life Insurance (FEGLI) coverage,	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
***	***

Previously retired under the Foreign Service Retirement System	Send two copies of Standard Form 50 to Division of Retirement, Bureau of Personnel, Department of State, Washington, DC 20520.
Is a former Central Intelligence Agency employee who retired under the Central Intelligence Agency Retirement and Disability System (CIARDS)	Send copy of Standard Form 50 to Central Intelligence Agency Retirement and Disability System, Washington, DC 20505.

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Chapter 31. Separations by Other than Retirement

1. Coverage.

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

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

2. Definitions.

a. Appeal Rights—An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a proposed action by presenting evidence and/or calling witnesses before an agency official who has the authority to modify or rescind the proposed action. For purposes of this chapter, the right to challenge an action through procedures designed to handle complaints of discrimination or violation of merit system principles is not an appeal right.

b. Resignation—a separation initiated by an employee.

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

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

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

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

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

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

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

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

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

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

3. Selection of Legal Authority.

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

authority without knowing the procedures used to effect the action.

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

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

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

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

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

4. Documenting Reason(s) for Separations

a. Need for Remarks. Most of the actions in this Chapter require remarks that document the reasons for the action. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation. When a former employee applies for unemployment compensation, the State employment security agency will use the nature of action and the remarks to adjudicate the claim. Inadequate or incomplete information about the separation may result in delays or errors in processing such claims.

b. Employee's Reason for Resignation.

(1) Each person who resigns should be asked to do so in writing. Part E of the Standard Form 52 is one option for submitting a written resignation. When the employee resigns orally, try to obtain written confirmation. If this is not possible, ask the person who received the oral resignation to document it in a memorandum for the record.

(2) In the remarks section of the Standard Form 50, quote in full the employee's reason for resigning. If the employee's reason is so lengthy that it will not fit in the space available, summarize it. The entire reason will remain a matter of record because the resignation is a long term Official Personnel Folder document.

c. Agency Comments Regarding Employee's Reason for Resignation—Agency Finding.

(1) Employees without appeal rights. When the employee is serving an initial appointment probation or a trial period

required by civil service or agency regulations, or when employee is serving under an appointment that does not afford appeal rights, NO agency comments or findings regarding the employee's resignation may be placed on the Standard Form 52, Standard Form 50, in the employee's Official Personnel Folder, or in the Employee Performance Folder.

(2) Employees with appeal rights.

Agency findings should be documented on the resignation Standard Form 50 *only* when the employee has appeal rights *and* has been notified *in writing* of an agency action *BEFORE* the resignation was submitted. Agency findings should be documented if the employee was notified of:

- a proposed or pending disciplinary or adverse action;
- a proposed or pending position change due to failure to complete a supervisory/managerial probationary period successfully;
- action to withhold a within-grade increase; or
- proposed removal from the Senior Executive Service.

Unless the employee was notified in writing BEFORE submitting the resignation, do NOT record any adverse agency findings on the Standard Form 52, Standard Form 50, in the Official Personnel Folder or the Employee Performance Folder.

d. Agency-Initiated Separations.

(1) Employees without appeal rights.

When an employee who is serving on an appointment that *does not* afford appeal rights is separated for conduct and/or performance reasons, NO agency reasons for or comments regarding the action may be placed on the Standard Form 52, the

Standard Form 50, in the Official Personnel Folder or Employee Performance Folder.

(2) Employees with appeal rights.

When an employee serving on an appointment that does afford appeal rights is separated by the agency, the agency must summarize the reason(s) for the action in the Standard Form 50 remarks. The reason(s) must be consistent with any written reason(s) previously given the employee as the basis for his or her separation.

e. Unemployment Compensation Claims. An agency may have factual information that would impact on a former employee's unemployment compensation claim but is not documented on the separation Standard Form 50. In these cases, the agency may retain that information in a "subject file" that is separate and apart from the employee's personal records or any other records that are filed by and retrieved by employee name or employee identifier (such as an employee number, a payroll number, or Social Security Number). These files are retained for two years from the effective date of the separation.

5. Effective Dates.

All separations are effective at the end of the day (midnight) unless an earlier time is indicated on the Standard Form 50.

a. Termination-Appointment In.

When the separation is to move to other Federal employment without a break in service, the effective date should be the day immediately preceding the day the employee entered on duty in the new employing agency. Do not process the Termination-Apppt In (agency) action

before receipt of evidence that the employee actually has been appointed in the other agency. Accept as evidence of the appointment *only*:

(1) a copy of the Standard Form 50 or list form of notice by which the other agency appointed the person; *or*

(2) a copy of the other agency's appointment Standard Form 52 showing the appointment date and the appointing official's signature.

b. Termination during probationary period. The initial appointment probationary period ends at the end of the employee's tour of duty on the last work day of the probationary period. If management decides to terminate the employee during the probationary period, the Standard Form 50 must be effective on a *day prior* to the last day of the probationary period, or at a specific *time of day* before the end of the employee's work day on the last day of the probationary period.

c. Other separations. Resignations are effective on the date specified by the employee. Other separations are effective on the date set by the agency. When advance notice periods are required by law or regulation (for example, under adverse action procedures), the separation may not be effective prior to the last day of any notice period.

d. Two actions proposed for the same date. When two actions, such as a termination during probationary period and a resignation, are proposed for the same date but one specifies an earlier time, process the one with the earlier time. When two actions are proposed for the same date and time, process the one that was submitted *first*.

Example 1: On July 12th, a supervisor submits a request to terminate a probationary employee, effective July 16th. On July 13th, the employee submits a resignation to be effective “at the end of the workday on July 16th.” The agency's action would be effective at midnight since an earlier time was not specified. Because the actions would be effective at different times, and because the resignation would be effective first, the agency processes the resignation instead of the termination.

Example 2: On April 10th, the agency notifies the employee of its decision to remove him effective May 10th. On April 12th, the employee submits a resignation which is also effective on May 10th. Because neither request specifies an earlier time, each would be effective at midnight on May 10th. Since the removal was submitted first, the agency processes the removal instead of the resignation.

6. Instructions.

a. Follow instructions in Chapter 4 to complete the Standard Form 52 and Standard Form 50.

b. Select the nature of action and authority from the appropriate table:
Use Table 31-A for resignations; and
Use Table 31-B for separations other than resignations.

c. Use Table 31-C to select codes for remarks required for the action. Use Table 31-D to translate remarks codes into the remarks.

d. Also enter any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.

e. An employee may receive a within-grade increase (WGI) while in nonpay status when the WGI becomes due during the period of nonpay time that is creditable for that step. If the WGI was not processed before the separation, show the step and salary to which employee was entitled in blocks 19 and 20 of the separation Standard Form 50. Use remark P16 to explain that the employee met requirements for the WGI.

f. Follow your agency's instructions to process the action and distribute the Standard Form 50.

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

h. ***

i. Follow instructions in **The Guide to Personnel Recordkeeping** to transfer the Official Personnel Folder. After you dispatch it, if you find any long-term (right side) records that belong to the Folder, send them immediately to the address to which the Folder was sent. Be sure employee's full name, social security number, and date of birth are on *each form or document*.

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Job Aid

Actions When an Employee Separates

Instructions: This list is intended as a reminder of actions that may be required when an employee separates. Follow your agency procedures to be sure that all required actions are taken.

<i>If the employee</i>	<i>Then</i>
Separates for a reason other than death	On or before the separation date, give the employee a completed Standard Form 8 showing the full address of the payroll office maintaining the records.
Is enrolled in a health benefits plan	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
Has Federal Employees' Group Life Insurance (FEGLI) coverage	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
Is covered by the Civil Service Retirement System or the Federal Employees' Retirement System	Follow instructions in The CSRS and FERS Handbook for Personnel and Payroll Offices .
***	***

Was receiving or was entitled to receive severance pay based on a previous separation	Send a copy of the separation Standard Form 50 to the agency responsible for the severance pay fund so they will know to begin or resume any required payments.
May be entitled to severance pay based on this separation	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 550.)
May be eligible for consideration under the agency's reemployment priority list, agency career transition assistance plan, or the interagency career transition assistance plan	Follow agency procedures. (Refer to title 5, Code of Federal Regulations, part 330.)
Was earning leave	Follow agency procedures for processing lump sum payments and preparing the Standard Form 1150, Record of Leave Data.

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Table 31-A. Documenting Resignations (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>If Resignation is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is</i>
1	While employee is serving an initial appointment probation or a trial period required by civil service or agency regulations		317	Resignation	RUM	Reg. 715.202 Other
2	While employee is serving under an appointment that does not afford an appeal right (see Note 2 of this table)					
3	While employee is serving a probationary period in the Senior Executive Service					
4	After receiving notice of proposed or pending adverse action based in whole or in part on employee's misconduct or delinquency	Action is proposed under 5 U.S.C., chapter 75			RQM	Reg. 715.202 CAA (see Note 3 of this table)
5		Action is proposed under agency procedures equivalent to 5 U.S.C., chapter 75			RRM	Reg. 715.202 EAA (see Note 3 of this table)
6		Action is proposed under other procedures not described in Rules 1-5			RSM	Reg. 715.202 OAA (see Note 3 of this table)
7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period				>R6M<	Reg. 715.202 Prob

Table 32-D. Remarks Required on Correction Actions

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note below)</i>
1	Delete, add or change a remark		C18
2	Change information (other than a remark) that is erroneous		C11
3		The same error appears on one previous Standard Form (SF) 50	C11, C08
4		More than one previous SF 50 has the same error(s)	C11, C12
5		The correction action is also used to correct different error(s) on previous action(s).	C11, C13
6		The correction action is used to also add information omitted on a previous SF 50	C11, C09
7	Add information other than a remark that was omitted		C17
8		The same error appears on one previous SF 50	C17, C08
9		More than one previous SF 50 has the same error(s)	C17, C12
10		The correction action is used to also correct different errors on more than one previous SF 50	C17, C13
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10

Table 32-D. Remarks Required on Correction Actions

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note below)</i>
12	Give employee benefit of highest previous rate of pay		C19, P01
13	Document a variation approved by the Office of Personnel Management (OPM) under Civil Service Rule V		M80
***	***		***

NOTE: See Table 32-H to translate codes into actual remarks.

Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>
<i>U</i>	<i>If</i>		
<i>L</i>	<i>Remark</i>	<i>Then Remark is</i>	<i>And an Example is</i>
<i>E</i>	<i>Code</i>		
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."
2	C03	Retroactive restoration.	
3	C04	Retroactive change to intermediate grade.	
4	C06	Retroactive change to former grade.	
5	C07	Retroactive change to lower grade.	
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	"Also corrects same item on personnel action 702 Promotion dated 11-27-88." (see Note 2)
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ().	"Also corrects 100 Career Appt. effective 08-07-94, item 34, to add `1'." (see Notes 1 and 2)
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17-88 to avoid a break in service when employee was appointed by Department of Agriculture."
9	C11	Corrects item (number) from ().	"Corrects item 3 from 05-18-61." (see Note 1)
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	"Also corrects same items on all previous actions from 05-10-88 to 11-12-88." (see Notes 2 and 5)
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number () from ().	"Also corrects 170 Exc Appt, effective 10-16-88, item number 24, from '3'." (see Notes 1 and 2)
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension"
13	C15	This Notification of Personnel Action replaces a previously executed one.	
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by Defense Communications Agency, Arlington, Va."
15	C17	Completes item (number) which was omitted.	"Completes item 33, which was omitted." (see Note 1)
16	C18	Corrects item (number) to read: (enter only the correct remarks).	

Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>
<i>U</i>	<i>If</i>		
<i>L</i>	<i>Remark</i>	<i>Then Remark is</i>	<i>And an Example is</i>
<i>E</i>	<i>Code</i>		
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.	
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.	
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes).	"Service from 11-07-88 through 12-02-88 may be credited for qualifications purposes, and for leave accrual and RIF retention purposes and for completion of initial appointment probation." (see Note 3.)
20	C27	Entitled to backpay under 5 U.S.C. 5596.	
21	C28	Active duty begins (date).	"Active duty begins 01-03-89."
22	C30	Nature of action and code shown on original action are no longer in use.	
23	M80	Variation under CS Rule 5 approved by OPM on (date).	
24	P01	Previously employed at (pay plan, grade, rate).	"Previously employed at GS 13, \$28623 p.a."
***	***	***	

NOTES:

1. Repeat the remark for each Standard Form 50 block being corrected.
2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected.
3. See Chapter 3, Figure 3-2, to determine purposes for which service is creditable.
4. ***
5. "To" date is the date of the action immediately preceding the one being corrected.

Chapter 34. Topic Index

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

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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 phase 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.

PAY PLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., 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. (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.)

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.