

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415
November 13, 1998

The Guide to Processing Personnel Actions

Update 28

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
2-1 and 2-2	Update 24	2-1 and 2-2	Makes miscellaneous editorial changes.
3-1 and 3-2	Update 13	3-1 and 3-2	Adds reference to new subchapter.
3-11 through 3-14	Update 20	3-11 through 3-14	Updates address for the Office of Workforce Information.
		3-14.01 through 3-14.10	Moves information previously maintained in Chapter 5, Forms, to this Chapter.
4-1 through 4-4	Update 8	4-1 through 4-4	Makes miscellaneous editorial changes and moves information on collected data to this Chapter from Chapter 5, Forms.
4-5 and 4-6	Update 12	4-5 through 4-6.01	

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Distribution: The Guide to Processing Personnel Actions

Inquiries: For inquiries about instructions in this update, agencies may contact the Office of Workforce Information, Office of Merit Systems Oversight and Effectiveness by electronic mail at owi@opm.gov or call 202-606-4415.

The Guide to Processing Personnel Actions (2)

Summary of Changes -- continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-21 and 4-22	Update 12	4-21 and 4-22	Updates instructions for Blocks 22 and 23. Note to users: This update eliminates requirements to cite city and State where organization is located. However, that information may continue to be placed in Block 22 if the agency chooses to do so.
5-1 through 5-48	Various	N/A	Removes Chapter 5, Forms, from this Guide . Note to Users: Refer to job aid, Appointment Documents and Information, in Chapter 3 for guidance on locating instructions for appointment documents.
7-1 through 7-40	Various	7-1 through 7-8	Updates entire Chapter. Note to Users: Refer to the Office of Personnel Management's VetGuide for guidance on adjudication of veterans' preference.
10-1 and 10-2	Update 25	10-1 and 10-2	Makes miscellaneous editorial changes.
11-1 and 11-2	Update 24	11-1 and 11-2	Makes miscellaneous editorial changes.
14-1 and 14-2	Update 22	14-1 and 14-2	Makes miscellaneous editorial changes.
17-1 and 17-2	Update 23	17-1 and 17-2	Makes miscellaneous editorial changes.
23-1 and 23-2	Update 24	23-1 and 23-2	Makes miscellaneous editorial changes.
24-1 through 24-11	Various	24-1 through 24-10	Makes miscellaneous editorial changes.
28-1 through 28-8	Various	28-1 through 28-8	Makes miscellaneous editorial changes.
33-1 and 33-2	Update 23	33-1 and 33-2	Makes miscellaneous editorial changes.

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Subchapter 3. Electronic Forms and Signatures

3-1. Approvals to Use Electronic Personnel Forms

a. Definitions. An “electronic form” encompasses both the format and the data element content of a form when stored on a digitized computer processible medium, including magnetic and optical disks, magnetic tape, or any other computer accessible storage device. As used here:

(1) “Form” and “electronic personnel form” mean only personnel-related forms.

(2) “Electronic form” includes both forms originally created in an >automated< process as well as forms made digitally processible by the use of optical scanning equipment.

b. Using >automated technology< to create an electronic personnel form. The Federal Information Resources Management Regulation 201-9.202-1, Bulletin 3, Revision 1, “Exceptions to Standard and Optional Forms,” authorizes agencies to create electronic personnel forms without obtaining prior approval from the General Services Administration (GSA) or the Office of Personnel Management *provided* the electronic version is an exact reproduction of *and* is printed on the same size and color paper as the current approved edition. Additions to or deletions of data from the current form, changes in sequence or format of data require prior approval. Send requests for approval through your agency's Standard and Optional Forms Liaison to:

**OPM Reports and Forms Manager
Office of the Chief Information Officer
U.S. Office of Personnel Management
Washington, DC 20415-7900**

The Office of Personnel Management's Assistant Director for Workforce Information is the program official responsible for:

- Standard Form 50, Notification of Personnel Action;
- Standard Form 52, Request for Personnel Action;
- Standard Form 61, Oath of Office;
- Standard Form 75, Request for Preliminary Employment Data; and
- Standard Form 144, Statement of Prior Federal Service.

Agencies may expedite approvals by submitting a copy of any requests concerning these forms to:

**U.S. Office of Personnel Management
Office of Merit Systems
Oversight and Effectiveness
Assistant Director for
Workforce Information (MW)
1900 E Street, NW. (Room 7439)
Washington, DC 20415-6000.**

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

c. Approval to use electronic forms

does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1; or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

**U.S. Office of Personnel Management
Office of Merit Systems
Oversight and Effectiveness
Assistant Director for
Workforce Information (MW)
1900 E Street, NW. (Room 7439)
Washington, DC 20415-6000.**

3-2. Criteria for Use of Electronic Forms.

a. An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard,

or agency form.

(1) The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as the current version of the form, and the sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.

(2) The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:

(a) an employee requests a copy of one or more records in his or her Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder; or

(b) an employee separates from Federal service or moves to an agency that does not use electronic forms; or

(c) the Office of Personnel Management requests a copy for evaluation or other purposes.

(3) Electronic versions of Office of Personnel Management-controlled forms (e.g., the Standard Form 50 and Standard Form 52) must use only the data element coding contained in **The Guide to Personnel Data Standards**.

b. There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.

c. The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.

d. Since >automated< media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of Personnel Management recommends that a back-up file be in a separate computer environment from the primary system — off-site if appropriate.

e. The system must be able to amend, delete, or add forms, and to add data to individual forms when required to respond to a Privacy Act amendment request or to comply with a settlement agreement or court order.

f. In addition to being able to produce paper copies of individual forms upon request (see paragraph 3-2a(2)), an agency must be able to list each existing, electronically-prepared Standard Form 52 and Standard Form 50, by data subject, for at least two years after the date that the electronic form was executed.

g. The agency must retain all original signed designation of beneficiary *paper* forms for the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Federal Employee's Group Life Insurance (FEGLI) program. (Under current procedures, only the signed originals are acceptable when a claim is filed.)

3-3. Authentication Procedures

a. Electronic authentication codes must be unique to the individual and defined only for those whose positions authorize and require them to initiate, sign or clear a personnel action.

b. When a person leaves a position for which an authorization code has been issued, the authorization must be cancelled immediately.

c. For each form that was cleared or signed electronically, there must be an audit trail to show *when* and *who*:

- (1) signed/approved,
- (2) cleared,
- (3) input data to, and/or
- (4) changed data on the form.

d. A complete list of authentication codes and the names and titles of the individuals to whom they have been assigned must be available to Office of Personnel Management evaluators for at least two years after the date of a personnel action. The list must include names, titles, and codes designating persons for whom authorizations have been cancelled, as well as current authorizations.

e. The individual with delegated appointing authority remains the responsible official for insuring that authentication procedures and the personnel actions to which they lead are proper and meet the requirements in law.

3-4. Electronic Signatures

a. A personnel action is the official record of employment and authorization of pay to the employee. The action must be approved on or before its effective date; the approval

may be documented by a “signature” in either Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. Because effective dates and approvals of personnel actions must be able to withstand administrative and legal challenge, any electronic approval signature system used in Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50 ***must be approved by the Office of Personnel Management.***

b. To be approved, an electronic signature system must include the following features:

(1) The electronic signal or symbol adopted as the approving official's signature must be unique to the signer, i.e., must be initiated by methods that distinguish the specific approving official, and it must be under his or her sole control.

(2) The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date (block 49 of the Standard Form 50, Notification of Personnel Action). Control procedures must be in place to insure the authenticity of data on the form, including the electronic signature. Such controls must provide reasonable assurance

that deliberate or inadvertent manipulation, modification, or loss of data on the electronically stored form is detected. (For additional information, see Federal Information Processing Standard (FIPS) 113, Computer Data Authentication, and FIPS 186, Digital Signature Standard, dated 12/1/94).

(3) The approving official's name and title must be printed on any paper document that is generated for the employee or for the Official Personnel Folder.

c. Requests for prior approval to use an electronic signature, in lieu of a personally signed paper Standard Form 50, Notification of Personnel Action, or Standard Form 52, Request for Personnel Action, must be submitted to:

**U.S. Office of Personnel Management
Office of Merit Systems
Oversight and Effectiveness
Assistant Director for
Workforce Information (MW)
1900 E Street, NW. (Room 7439)
Washington, DC 20415-6000.**

Subchapter 4. The Entry on Duty Process for New Employees

4-1. Appointments to Federal Civil Service Positions.

Except for those described in Table 3-B, appointments may not be effective prior to the date of approval by the appointing official. Additionally, appointments to positions in the civil service are effective only from date of acceptance and entrance on duty, unless a later date is stated on the Standard Form 52, Request for Personnel Action, or other approving document.

4-2. Date of Acceptance.

Acceptance may be shown by formal acceptance, by entry on duty, or by taking the oath of office. Date of acceptance is the date the applicant accepts, either orally or in writing, the appointment offer. When the employee reports for duty or takes the oath of office, acceptance of the position is acknowledged on that date even though a formal acceptance is not given by the employee.

4-3. Entrance on Duty (EOD).

a. Entrance on duty is the process by which a person completes the necessary paperwork and is sworn in as an employee.

b. Appointment Documents. The job aid, **Appointment Documents and Information**, lists materials that a new employee will need. Supplement that list with any documents required by your agency. If necessary, assist the appointee in

completing the forms. Encourage the appointee to keep all copies of the personnel and payroll notices he or she receives from the agency.

c. Oath of Office.

As part of the entry-on-duty process, the employee takes the oath of office. The Standard Form 61, Appointment Affidavit, contains the oath of office (part A) required by 5 U.S.C. 3331, the affidavit on striking against the Federal Government (part B) required by 5 U.S.C. 7311, and the affidavit on purchase and sale of office (part C) that 5 U.S.C. 3332 requires officers to complete.

(1) The form is completed and filed on the right side of the Official Personnel Folder when the employee is first appointed in the Federal Government and for each subsequent new appointment in any agency (including appointment by transfer, reinstatement, and restoration). A Standard Form 61 is not required when there is a change in an employee's status (such as a conversion to a new appointment) as long as service is continuous in the same agency. A new Standard Form 61 is not required when the employing office or agency changes as a result of a transfer of function, either. However, an agency may request that the form be completed even if it is not required.

(2) The oath and affidavits are executed when the appointee enters on duty and are given by a notary or by a Federal official or employee of your agency who has, or has been delegated, responsibility to administer

oaths (see 5 U.S.C. 2903). United States citizens must swear to or affirm the oath of office and the affidavit in part B; aliens must swear to or affirm the affidavit in part B. Persons appointed as “officers” must swear to or affirm the oath of office and the affidavits in parts B and C. (“Officers” are justices and judges of the United States and individuals who are required by law to be appointed by the President, a court of the United States, the head of an Executive agency, or the Secretary of a military department; persons appointed as “officers” are invested by law with authority delegated from the heads of departments or independent establishments.)

(3) When an appointee elects to affirm rather than swear to the affidavits, the word “swear,” wherever it appears above the appointee’s signature, and the words “So Help Me God” may be stricken from the form. The jurat at the bottom of the form must be signed by each appointee and completed by the person who administers the oath or affidavits.

(4) The Civil Service oath of office in part A contains the phrase “defend the constitution.” In the case of *Girouard vs. United States*, 328 U.S. 61 (1946), the U.S. Supreme Court held that the oath of allegiance to the United States of American (taken by all candidates for citizenship) “does not in terms require that they promise to bear arms.” Explain to any appointee who questions the meaning of, or objects to, that part of the oath that the “defend the Constitution” phrase in the Civil Service oath of office does not imply that the appointee

would be expected to bear arms.

(5) Obtain an original and a copy of the Standard Form 61 when the oath and affidavits are executed by cabinet officers and heads of independent establishments, agencies, and offices. After the oath has been taken and the form executed, send the copy to the Department of State.

d. The Standard Form 144. The Statement of Prior Federal Service (Standard Form 144) should be completed by each employee new to your agency. It identifies any prior service for which records must be located.

e. Personnel Folders. Follow instructions in **The Guide to Personnel Recordkeeping** to establish a personnel folder for each new employee and to obtain the existing folder for each employee with prior Federal Service. Use the **Guide** to file correctly the forms completed during the entry-on-duty process.

4-4. Obtaining Personnel Information from the Prior Employing Agency.

a. If the person is being appointed without a break in service from another Federal agency, certain information is needed to process the appointment action. However, the Official Personnel Folder is not usually available for immediate review by the gaining office. In such cases, the information needed for processing the personnel action may be obtained by using the Standard Form 75,

Request for Preliminary Employment Data. Personnel information provided on the Standard Form 75 can help prepare an appropriate preappointment package, or appointment package for when the candidate enters on duty.

b. When a Standard Form 75 is needed, use the following instructions:

(1) Contact the personnel office that has the person's Official Personnel Folder. To help you find the correct office, ask the appointee where the folder is kept. The information for completing the Standard

Form 75 may be received through a telephone call or the form may be mailed to the prior employing office.

(2) Refer the completed Standard Form 75 to the personnel specialist for review and then copy any needed data from the Standard Form 75 onto the Standard Form 52, Request for Personnel Action.

(3) File the Standard Form 75 received from the losing agency as prescribed in **The Guide to Personnel Recordkeeping**.

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Job Aid

Appointment Documents and Information

Introduction

Regardless of whether your agency uses a preappointment package, a type of electronic forms processing, or entry-on-duty orientation session, new employees must complete certain documents and should receive certain employment information.

Documents for all new employees

All new employees must complete the following:

- **Standard Form 61, Appointment Affidavit.**
Refer to section 4-3c of this chapter for instructions.
- **Optional Form 306, Declaration of Federal Employment.**
Check with your agency security office for requirements on completing this document.
- **Standard Form 144, Statement of Prior Federal Service.**
Since applications and resumes may include only that employment history relevant to the position for which appointed, information provided on the Standard Form 144 will help in determining whether personnel records need to be located.
- **Statistical data** for race, national origin, and handicapping conditions.

Standard Form 181, Race and National Origin Identification. Do not use the Standard Form 181 for employees in Hawaii; use the Office of Personnel Management Form 1468, Race and National Origin Identification, instead.

Standard Form 256, Self-Identification of Handicap.

Refer to Chapter 4 of this **Guide** for instructions on entering these data into your agency's automated personnel system.

Continued on next page

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

As appropriate

When applicable, employees must complete certain documents from which employment eligibility is verified, including:

- **Form I-9, Employment Eligibility Verification.** Refer to the Immigration and Naturalization Service's Handbook for Employers and 8 CFR, part 274a for completing and retaining the Form I-9.
 - **Applicant's statement of Selective Service registration status.** When candidate is a male whose year of birth is 1960 or later, failure to register may be basis for bar from civil service employment. Refer to 5 CFR 300.705 for instructions.
 - **Statements of Employment and Financial Interests.** Appointees to positions at high grade levels in some agencies and appointees to some positions in agencies that have regulatory responsibilities, may be required to submit statements of financial holdings or of investments. Follow your agency's instructions.
 - **Agency regulations regarding employee conduct.** Follow your agency's instructions for any requirements used to certify that new employees are familiar with the agency's regulations.
-

For certain appointments

Depending on the type of appointment, the employee may need to complete documents for the following.

- **Civil Service retirement coverage.** Refer to the **CSRS and FERS Handbook for Personnel and Payroll Offices** for instructions on required documents for retirement coverage. The Office of Personnel Management's Benefits Administration Letters may also include information relevant to determination of retirement coverage.
 - **Federal Employees Health Benefits Program.** Refer to the **Federal Employees Health Benefits Handbook for Personnel and Payroll Offices** and Benefits Administration Letters to determine the employee's eligibility for coverage and documents required to be completed.
-

Continued on next page

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 to be completed.

 - **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.
-

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.
-

Continued on next page

Job Aid

Appointment Documents and Information, continued

**Miscellaneous
employment
information,
continued**

- **Information regarding health services** available to employees.
 - **Any form the agency uses to record** name of person(s) to be notified in the event of an emergency, and Application for, or instructions regarding how to obtain application for, employee identification card.
-

**When package
becomes bulky**

If you find that the appointment package is becoming too bulky, put in only the most important flyers and brochures (in addition to the forms the appointee must complete) and tell the employee about the others and where they can be obtained. This can be done by means of a list placed in the appointment package or through discussion during the entry-on-duty process.

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Chapter 4. Requesting and Documenting Personnel Actions

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Chapter 4. Requesting and Documenting Personnel Actions

1. Coverage.

This chapter explains how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action.

2. Standard Form 52, Request for Personnel Action.

The Standard Form 52 is a single sheet version of the form that is used when the request will be hand-written or typed. The Standard Form 52-B is a continuous pinfeed version on which data can be computer-printed and is used when the request is prepared directly from the agency's personnel data system. As used in this **Guide**, “Standard Form 52” means both the Standard Form 52 and the Standard Form 52-B. A sample of the Standard Form 52 is reproduced as Figure 4-1.

a. How the form is used.

- (1) Supervisors and managers use the form to request
- position actions, such as the establishment of a new position or the reclassification of an existing position;
 - employee actions, such as the appointment of an employee or the promotion of an employee; and
 - actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to

the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the Notification of Personnel Action.

b. How to complete the Standard Form 52.

Follow the instructions in Figure 4-3 to complete Part B (blocks 1-44), and Parts C, E, and F. Follow instructions in Figure 4-4 to complete Part A, Part B (blocks 45-51), and Part D—all of which contain data that is not recorded on the Standard Form 50.

3. Standard Form 50, Notification of Personnel Action.

The Standard Form 50 is used to notify the employee and payroll office of the action, record the action in the Official Personnel Folder, and provide a chronological record of actions that have occurred. There are two versions of the form. The Standard Form 50 is used when actions are typed and contains Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The Standard Form 50-B is a continuous pinfeed version used with computer printers. The 5-part Standard Form 50-B contains Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies; the 3-part

version contains Employee, Official Personnel Folder, and Chronological Journal File copies. An agency that prepares personnel action notifications in an automated personnel system may use either the 3-part or the 5-part Standard Form 50-B. As used in this **Guide**, “Standard Form 50” means the Standard Form 50, as well as the Standard Form 50-B. A sample of the Standard Form 50 is reproduced as Figure 4-2.

a. Use of the Standard Form 50. A Standard Form 50 must be used to document every action discussed in this **Guide** *unless*:

(1) the agency has an exception to the Standard Form 50 with *current* Office of Personnel Management approval (see section 4),

(2) a list form of notice is used to document the action (see section 5), or

(3) the action is a pay adjustment being documented by one of the alternative forms of notice described in Chapter 17.

b. Additional copies of Notifications of Personnel Action. Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, e.g., as a “pick-up Standard Form 50” to notify an agency that you have hired one of its employees or to notify a uniformed finance center of the appointment of a military retiree. Both the Standard Form 50 and Standard Form 50-B are available in

a version with a “utility” copy that may be used to meet any special needs your agency may have.

c. Approval of Personnel Actions.

When an Standard Form 50 is used to record approval and the approval date of a personnel action, the appointing officer must sign and date blocks 50 and 49 of the Standard Form 50 *on or before* the effective date of the action. (See Chapter 3 for information on approving actions and setting effective dates.) An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Such a delegation must be in writing and define clearly the extent of the authority being granted, e.g., authority to approve all personnel actions for a specific office, or authority to approve all promotions up to a specific grade, or authority to approve all within-grade increase actions. Only an appointing officer may approve an action by signing and dating blocks 50 and 49 of the Standard Form 50.

d. Instructions.

(1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use section 5 to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in section 5 to prepare it.

(2) When the action is documented on a Standard Form 50, use Figure 4-2 to identify the blocks on the form, and follow the instructions in Figure 4-3 to complete the form. Explanations and definitions of codes

used in Figure 4-3 are found in **The Guide to Personnel Data Standards**. Codes for legal authorities are also listed in that **Guide**. Where the instructions in this **Guide** direct you to enter a code on the Standard Form 50, only the codes published in **The Guide to Personnel Data Standards** and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency may *not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms >according to your agency’s instructions.<

4. Exceptions to the Standard Form 50 and the Standard Form 52.

>Federal Information Resources Management Regulation 101-11.203, “Standard and Optional Forms,” requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency’s

Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

**OPM REPORTS AND FORMS MANAGER
OFFICE OF THE CHIEF INFORMATION
OFFICER
U.S. OFFICE OF PERSONNEL
MANAGEMENT
WASHINGTON, DC 20415-7900.**

Requests for exception should not be sent directly to the General Services Administration.< Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

5. List Form of Notice.

a. Use of list form. When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

(1) the personnel action for a group of employees occurs on the same effective date; *AND*

(2) no change occurs in the type of the employee’s appointment, or in the employee’s position, grade, or pay; *AND*

(3) the same authority is used for the action taken on each employee.

b. Actions for which a listing may be used:

- (1) Mass Transfer;
- (2) 352 Termination—Appt in (agency)—*only* when separation is due to mass transfer; and
- (3) **Changes.** The following actions may be documented by listings *only when the conditions in section 5a are present:*
 - 280 Placement in Pay Status—*only for seasonal*** employees* when the work season *begins.*,
 - 430 Placement in Nonpay Status—*only for seasonal *** employees* when the work season *ends.*,
 - 471 Furlough,
 - 472 Furlough NTE,
 - 760 Ext of Appt NTE,
 - ***
 - 765 Ext of Term Appt NTE,
 - 766 Ext of O/S Ltd Appt NTE,
 - 781 Chg in Work Schedule,
 - 790 Realignment,
 - 792 Chg in Duty Station,
 - 800 Chg in Data Element, and
 - 883 Chg in Vet Pref.

c. Format. Prepare lists on white, letter-size paper, following the instructions in Figure 4-5. See Figure 4-6 for a sample of a list notice.

d. Privacy Act Requirements. (1) Distribution of lists with personal information (e.g., dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees. Only the data listed in 5 CFR part 293 is

considered “public” data and may be shown on employee and Official Personnel Folder copies of lists.

(2) To delete personal information from the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee. To do so, temporarily block out the personal information about all but one individual and reproduce employee and OPF copies for that individual; then do the same for each employee on the list.

e. Distribution. Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. >Follow your agency’s instructions to distribute any other copies.<

>6. Data Collected on Race and National Origin and Identification of Handicap.

a. Need for data. Data on race, national origin, and handicap, are collected only for use in aggregate statistical reports (e.g., number of Hispanic employees hired, number of American Indian employees serving in positions at certain grades). This data is generally entered into agency personnel systems when appointment information is entered for preparation of the Standard Form 50. The information is never entered on the Standard Form 50 or the Standard Form 52.

b. Storing data. Keep race, national origin, and handicap, data in strictest confidence and limit access to the data to only those members of the agency staff who obtain the data and report it to the agency's personnel data system and to the Central Personnel Data File. *Destroy race and national origin forms used to collect the data as soon as the data have been entered into the agency's system and verified/corrected.* Until they are destroyed, keep the forms under the control of the Equal Employment Officer (or designee) and

in a secure location (e.g., locked in a cabinet in a secured room). No other hardcopy records containing individually identifiable race and national origin data may be maintained. Forms used to collect handicap may be filed in the Employee Medical Folder. **NEVER** file forms identifying race, national origin, or handicap, in an Official Personnel Folder, and **NEVER** file in an Official Personnel Folder any document on which employee's race, national origin, or handicap appear.<

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Figure 4-3. Instructions for Completing the SF 50 and for Completing Part B (blocks 1-39) and Parts C, E and F of the SF 52 (Continued)

<i>Block No. & Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
20 Total Salary/ Award (continued)		f. When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12. When the amount at which the employee can actually be paid is limited by 5 U.S.C. 5303(f) or another statutory authority, enter in remarks P26: "Payable salary limited to \$____ by 5 U.S.C. 5303(f) (or other statutory authority)."
20A Basic Pay	<p>a. Leave blank on:</p> <p>(1) actions that document bonuses, AUO, awards and separation incentives (Natures of Action 815, 816, 818, 819, 825, 872-879, and 885);</p> <p>(2) separations; and</p> <p>(3) actions that place employee in nonpay status;</p> <p>b. Complete on any action that changes employee's salary.</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	Enter the employee's salary, excluding allowances, adjustments, and differentials.
20B Locality Adjustment		Enter the annual total dollar amount of any locality payment or interim geographic payment to which employee is entitled. If employee is not entitled to locality payment or interim geographic payment, enter "\$0."
20C Adjusted Basic Pay		Enter sum of blocks 20A and 20B.
20D Other Pay		<p>a. Enter the sum (total annual dollar amount) of employee's AUO, availability pay, retention allowance, supervisory differential, and staffing differential entitlements.</p> <p>b. Enter "\$0" if employee is not entitled to AUO, availability pay, or to any of these allowances/differentials.</p> <p>c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (e.g., uniform allowance or shift differential) in remarks.</p> <p>d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.</p>

Figure 4-3. Instructions for Completing the SF 50 and for Completing Part B (blocks 1-39) and Parts C, E and F of the SF 52 (Continued)

<i>Block No. & Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
21 Pay Basis	<p>a. Leave blank on actions that document bonuses, AUO, awards, and separation incentives (Natures of Action, 815, 816, 818, 825, 872-879, and 885).</p> <p>b. Complete on all other actions for which block 20 is completed.</p>	<p>Enter code for basis on which employee is to be paid:</p> <p>pa = per annum, pd = per diem, ph = per hour, pm = per month, bw = biweekly, wc = without compensation, fb = fee basis, or sy = school year.</p> <p>Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.</p>
22 Name and Location of Position's Organization	<p>a. Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p>b. Complete on all other actions.</p>	<p>>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.<</p> <p>a. Enter organization name as it is shown on the position description.</p> <p>b. In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p>c. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23 Veterans' Preference	<p>a. Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) change in Veterans' Preference actions, and</p> <p>(3) separations.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>>Enter the appropriate code based on preference adjudicated during the examination/appointment process. When veterans' preference is not used during the examination, show only code "1."<</p> <p>1 = None, 2 = 5-point, 3 = 10-point/disability, 4 = 10 point/compensable, 5 = 10-point/other, or 6 = 10-point/compensable/30%.</p>

Chapter 7. Documenting Veterans' Preference

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Chapter 7. Documenting Veterans' Preference

Subchapter 1. General Instructions

1-1. Coverage.

a. This chapter covers:

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

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

b. This chapter does not cover:

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

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

1-2. Legal Basis for Preference.

The legal basis for veterans' preference is the Veterans' Preference Act of 1944, as amended. The Act is now codified in 5 U.S.C. 2108 and other sections of title 5, United States Code. Preference applies to positions in the competitive service and in the excepted service. It does not apply in the Senior Executive Service, or to positions in the legislative and judicial branches of the Government. It also does not apply to

positions in the Executive Branch which are required to be confirmed by the Senate. Preference is given in competitive examinations, in appointments to positions, and in retention during reduction in force. Other benefits to which preference eligibles are entitled include reinstatement in the competitive service and reemployment/restoration.

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

a. Block 23, of the Standard Form 50, Notification of Personnel Action, documents the veterans' preference adjudicated at the time of appointment. Identification of an employee's preference eligibility during reduction in force is found in block 26, of the Standard Form 50.

b. The veterans' preference recorded in block 23, of the Standard Form 50, Notification of Personnel Action, documents the veterans' preference adjudicated at the time of appointment or conversion to a new appointment. Block 23 will record the preference used during the examination/appointment process. This means that if competitive examining procedures were used, block 23 records the same veterans' preference as that used in the examination. However, when examination does not require application of veterans' preference, such as in cases of reinstatement, block 23 will show veterans' preference as "None." This preference adjudication will remain

recorded on the Standard Form 50 until such time as the employee receives a new appointment. For example:

(1) A temporary employee was appointed on 9/30/97 and at that time was ineligible for veterans preference for examination and appointment. Block 23 shows, "None," to reflect that veterans' preference was not granted during the examining process.

However, that same employee was selected for a career-conditional appointment on 5/9/98 and provided evidence of active duty, for other than training, from 11/6/90 through 2/25/91. Thus, effective with the conversion to career-conditional appointment, the veterans' preference is recorded as tentative preference (TP). That tentative preference remains recorded on the Standard Form 50.

(2) A individual is appointed to agency A on 2/13/98 on a career-conditional appointment, selected for a civil service certificate created under delegated examining procedures. During examination tentative preference (TP) was adjudicated because the individual failed to provide sufficient

evidence of his/her service-connected disability. The tentative preference was recorded on the Standard Form 50 in Block 23. On June 10, 1998, the employee transferred to agency B. Since veterans' preference is not applied to appointments by transfer, the new agency recorded the employee's veterans preference in Block 23 as "None."

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

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

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

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

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

2-1. Coverage.

This subchapter covers documentation of *changes* in veterans' preference for reduction in force that occur after the employee has entered on duty.

(See Chapter 32 for instructions on how to correct errors in veterans' preference.)

2-2. Use of SF 52.

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

2-3. Instructions.

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

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

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

c. Enter "X" in the appropriate section of block 26.

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

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

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

g. Record change in any other agency records that use veterans' preference for reduction in force.

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

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

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Chapter 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) If employee is a member or former member of the uniformed services who is subject to pay cap reporting procedures, make another copy of the Standard Form 50 and send it to the uniformed service pay center. (See Chapter 8 in this **Guide** for addresses of the pay centers.)

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

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Process the Change in Work Schedule action, showing the new work schedule in block 32 of the Standard Form 52/50.	If new work schedule code is P or Q, enter in block 33 the total hours employee will work per bi-weekly pay period. Use remark M32 to explain the days and hours on which employee is scheduled to work.
2	Work schedule changes from intermittent to full-time or part-time		Process a Change in Work Schedule action. Enter “781/Chg in Work Schedule” and “VXM/5 U.S.C. 6101” in blocks 5A-5D. Enter the new work schedule code in block 32.	Take the actions required by Figure 24; enter the new service computation date in block 31 and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If new work schedule code is P or Q, enter in block 33 the total hours employee will work per bi-weekly pay period. Use remark M32 to explain the days and hours on which employee is scheduled to work.
3	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	Enter the new work schedule code in block 32 of Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P or Q, enter in block 33 the total hours employee will work per bi-weekly pay period. Use remark M32 to explain the days and hours on which employee is scheduled to work.

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours (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</i>	<i>And</i>
4	Work schedule changes from intermittent to full-time or part-time	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	Take the actions required by Table 24-A; enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P or Q, enter in block 33 the total hours employee will work per bi-weekly pay period. Use remark M32 to explain the days and hours on which employee is scheduled to work.
5	There is a change in the number of hours per week that an employee with a part-time work schedule is scheduled to work		Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate Standard Form 50.	
6		No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the Standard Form 52	

NOTE: Check **The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this **Guide** to process a "Chg in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).

Table 24-B. Documenting Change in Work Schedule and Change in Hours

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If</i>	<i>And the</i>	<i>And the</i>	<i>And the action</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 U.S.C 6101
2			Change is NOT requested by the employee	Is effected under civil service adverse action procedures			RAH	Reg. 752.401
3				Is NOT effected under civil service adverse actions procedures			VXM	5 U.S.C. 6101
4		Total number of work hours increases or remains the same						
5	The employee's work schedule is part-time (code "P," "Q," "S," or "T.")	Total number of work hours changes			782	Chg in Hours		

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Table 24-C. Remarks

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (see Notes 1 and 2 of this table)
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (see Note 1 of this table)
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (see Note 1 of this table)
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (see Note 1 of this table)
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.

Table 24-C. Remarks (continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Work schedule is changed to part-time	Is not described in Rule 5 above	M32	Tour of duty will be (days and hours of work). (see Note 3 of this table)
7		Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within 31 days after the effective date of this action. 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.
8		Employee has life insurance	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.
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20 and M32	Action at employee's request. Tour of duty will be (days and hours of work). (see Note 3 of this table.)
		Change in work schedule or hours is <i>not</i> at employee's request	M32	Tour of duty will be (days and hours of work). (see Note 3 of this table.)

NOTES:

1. If this information is not available when Standard Form 50 is issued, issue a correction action later when the information is available.
2. Follow instructions in Figure 6-14 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future SCD calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the 35 hours equalled 6 days of service credit.
3. Example: "Tour of duty will be Monday through Thursday, 9 a.m. to noon."

Chapter 28. Change in Data Element (Nature of Action 800 and 803)

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Chapter 28. Change in Data Element

1. Coverage.

a. This chapter covers change to Retirement Plan and to a number of other Standard Form 50, Notification of Personnel Action, data elements, as described below.

(1) It covers use of nature of action 800/Chg in Data Element, under the circumstances described in Table 28, to change:

Agency Code,
Annuitant Indicator,
Bargaining Unit Status,
FLSA Category,
Occupational Code,
Pay Rate Determinant,
Personnel Office ID, and
Position Occupied.

(2) It covers use of nature of action 803/Chg in Retirement Plan to change retirement plan and make resulting changes in the retirement-related data documented in Standard Form 50 remarks:

Frozen Service (remark M38),
Creditable Military Service (remark M39),
Previous Retirement Coverage (remark M40), and
Federal Employees Retirement System Coverage (remarks M45 and M46).

b. This chapter does not cover:

(1) changes to the Central Personnel Data File (CPDF) data elements documented in blocks 45-51 of the Standard Form 52, Request for Personnel Action; changes to the race and national origin (RNO) and handicap status; or changes to the Central Personnel Data File data elements, such as organizational component or benefit amount, that are not documented in a designated block on either the Standard Form 52 or the

Standard Form 50. Follow your agency's instructions to document these changes on the Standard Form 52 or the Standard Form 50. Except for race and national origin and handicap status, your agency may use blocks 25 and 40-44 of the Standard Form 52 to record the Central Personnel Data File data that are not documented on the Standard Form 50; since race and national origin and handicap status may *never* appear on any document in the employee's Official Personnel Folder, changes to these two data elements must be made directly to your agency's personnel data system. Follow your agency's instructions to submit changes to the Office of Personnel Management's Central Personnel Data File.

(2) correction of an error on an earlier Standard Form 50 or an error in data that was reported to the Central Personnel Data File. See Chapter 32 for instructions on how to correct an error on a Standard Form 50. See your agency's instructions to determine how to correct an error on a Central Personnel Data File data element that was not documented on a Standard Form 50.

2. Use of Standard Form 52.

A Standard Form 52, Request for Personnel Action, is needed to process many actions; its use to change Standard Form 50 data elements is optional. The Standard Form 50 for these actions can be prepared directly from the information in your agency's automated data system, or in the employee's Official Personnel Folder, and any documents submitted by the employee in

support of the change. When a Standard Form 52 is used, it is prepared in the personnel office and is used only as a working document to prepare the Standard Form 50. No requesting official signatures are needed.

3. Instructions.

a. Use Table 28 to identify the situations in which a Standard Form 50 data element may change.

(1) When the change is the result of another action, just process the other action and put the new data element(s) in the appropriate block(s) on the Standard Form 50. For example, when an employee's retirement code changes as a result of a conversion from an "Appointment NTE (date)" to a "Career-Cond Appt," and enter the new retirement code in block 30 of the Standard Form 52/50.

(2) When the data element change occurs simultaneously with another action, but is not the result of that action, both actions must be processed. For example, an employee who is being promoted has just retired from the reserves, which necessitates a change to Annuitant Indicator. Since the change to the Annuitant Indicator is not the result of the promotion, both an "800/Chg in Data Element" and a "702/Promotion" action must be processed.

(3) When an action must be processed to record the data element change, use Table 28 to select the nature of action, authority, and remarks (and their identifying codes) to be entered in blocks 5A-5D (or 6A-6D) and 45 of the Standard Form 50. 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. Also enter in block 45 any additional remarks/remarks codes that are required by your agency or that are necessary to explain the action.

b. If the nature of action will be an 803/Chg in Retirement Plan, check the **CSRS and FERS Handbook for Personnel and Payroll Offices** to advise the employee on designations of beneficiary.

c. When a Standard Form 52 is used, follow the instructions in Chapter 4 to complete the form; follow the agency's instructions to obtain the approval signature.

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

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

f. Follow your agency's instructions to distribute documentation of the personnel actions.

Table 28. Processing Changes in Data Elements

<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 reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>And Required Remark Is</i>
1	A different subelement code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code (47)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)	M74 Changes data element(s) in blocks (list SF 50 block number(s)).
2	Employee who has not been receiving an annuity begins to receive one, or annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator (28)					
3	Labor organization representation changes so that employee is covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (37)					
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category (35)					

Table 28. Processing Changes in Data Elements (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 reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>And Required Remark Is</i>
5	Employee's occupational code changes as the result of the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Occupational Code (17)	800	Chg in Data Element	VGP	5 U.S.C. 5107	M74 Changes data elements) in block(s) (list SF 50 block number(s)).
6	A new occupational code or new code and position title is assigned to employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	5 U.S.C. 552a(e)(5)	
7	Employee's step and/or salary changes and the code that formerly identified the special factors used in determining employee's pay is no longer appropriate				Pay Rate Determinant (29)		
8	A new identifying number is assigned to the employee's servicing personnel office or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)				Personnel Office ID (48)		
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa				Position Occupied (34)		

Table 28. Processing Changes in Data Elements (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 reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>And Required Remark Is</i>
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	Sec. 301, P.L. 99-335	M38 Frozen Service: (enter yrs and mos) M39 Creditable Military Service: (enter yrs and mos). M40 Previous Retirement Coverage: (enter "never covered,"
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204	"previously covered," or previously covered—refund eligible) (see Note 1 of this table) M44 Employee elected coverage under FERS.
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	5 U.S.C. 552a(e)(5)	M74 Changes data element(s) in block(s) (list SF 50 block number(s)).

Table 28. Processing Changes in Data Elements (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 reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>And Required Remark Is</i>
13	Employee who has been excluded from the Federal Employees Retirement System because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	Retirement Plan (30)	803	Chg in Retirement Plan	CGM	5 U.S.C. 552a(e)(5)	M74 Changes data element(s) in block(s) (list SF 50 block number(s)). M45 Employee is automatically covered under FERS. M38 Frozen Service: (enter "00-00" or "none")
14	An Executive order or law or a change in position (e.g., from law enforcement to non-law enforcement)						M74 Changes data element(s) in block(s) (list SF 50 block number(s)).

NOTES:

1. "Previously covered—refund eligible" indicates an employee who is eligible for a return of excess Civil Service Retirement System deductions because employee has less than 5 years of creditable civilian service on the effective date of transfer to Federal Employees Retirement System. When determining the 5 years, count all Federal service except that which was covered by Old Age, Survivor and Disability Insurance tax (FICA) and Civil Service Retirement System (retirement codes "C," "E," "R," and "T"). This includes service for which the employee has received a refund of deductions. "Previously covered" indicates an employee who was previously covered by the Civil Service Retirement System or the Federal Employees Retirement System and who is not described above.

Chapter 33. Documentation of Volunteer Service

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