

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

December 31, 1998

The Guide to Processing Personnel Actions

Update 29

Summary of Changes

Note to Users: This update incorporates those changes announced in the following Memorandums for Directors of Personnel signed by Ms. Carol J. Okin, OPM's Associate Director for Merit Systems Oversight and Effectiveness:

Redefinition of Official Personnel Actions, dated 6/3/98,
Employee Notification of Personnel Actions, dated 7/7/98, and
Date and Format on Personnel Actions, dated 7/22/98.

Remove		Insert	Explanation of Changes
Page	Identification	Page	
v through ix	Update 27	v through ix	Reflects changes made to the specific chapters.
1-1 through 1-6		1-1 through 1-16	Provides information regarding personnel actions for which the Standard Form 50 is no longer required. Also incorporates instructions from Chapter 2.

NOTE TO SUBSCRIBERS

The **Guide** is printed and distributed by the U.S. Government Printing Office (GPO). The number of copies you receive are based on the order your agency placed with GPO. If you did not receive an update, or did not receive sufficient copies of an update, contact the office *in your agency* through which you place publications orders. **Please do not call the Office of Personnel Management to request copies of updates.**

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	
2-1 through 2-10	Various	None	All information is incorporated with Chapter 1.
4-1 through 4-44	Various	4-1 through 4-58	<p>Redescribes the use of the Standard Form 50.</p> <p>Modifies the list of personnel actions for which a list form may be used by removing those actions no longer documented by the Standard Form 50.</p> <p>Provides guidance on alternatives to the Standard Form 50 for notifying employees of personnel actions.</p> <p>Changes instructions and examples showing agency option for using a 4-digit year when processing personnel actions.</p> <p>Incorporates instructions formerly found in Chapter 3 (Subchapter 1 will be removed from Chapter 3 in the next update. At this time, users may refer to either Chapter since the information is identical.)</p>
15-1 through 15-21	Various	15-1 through 15-18	Eliminates use of 462/LWP NTE as a nature of action.
17-1 through 17-8	Update 23	17-1 through 17-8	Changes instructions on employee notification of pay changes to be consistent with those given in Chapter 4.
18-1 through 18-10	Update 27	18-1 through 18-10	<p>Makes optional the use of the Standard Form 52 and Standard Form 50 when processing personnel actions for exceptions to reduction in force release.</p> <p>Changes instructions on employee notification.</p>

The Guide to Processing Personnel Actions (3)

Summary of Changes (continued)

Remove		Insert	Explanation of Changes
Page	Identification	Page	
21-1 through 21-10	Update 24	21-1 through 21-12	Makes optional the use of the Standard Form 52 and Standard Form 50 when processing personnel actions for realignment. Changes instructions on employee notification.
29-1 through 29-12	Update 23	29-1 through 29-8	Makes optional the use of the Standard Form 52 and Standard Form 50 when processing personnel actions for most awards and bonuses. Changes instructions on employee notification.
34-5 through 34-8	Update 25	34-5 through 34-8	Deletes references to location of instructions on nature of action 462/LWP NTE.

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The Guide to Processing Personnel Actions

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Chapter 1. The Guide to Processing Personnel Actions

Subchapter 1. Introduction to this Guide

1-1. Authority.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, United States Code. Section 7.2, civil service rule VII, is based on that statute and extends this authority to all types of appointments and personnel actions. In addition, Executive Order 12107 delegates to the Office of Personnel Management the authority to prescribe regulations relating to the establishment, maintenance, and transfer of official personnel folders.

1-2. Coverage.

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

1-3. Documentation of Personnel Actions.

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

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

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

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

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

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

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

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

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

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

c. Central Personnel Data File.

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

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

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

of natures of action (both the full and the abbreviated versions), the legal authorities, the remarks, and their associated codes is published in **The Guide to Personnel Data Standards**.

a. Nature of Action. (1) The nature of action (NOA) is the phrase that explains the action that is occurring (such as “appointment” or “promotion”). Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular nature of action. Each time a table directs you to enter a particular nature of action on a Standard Form 52 or Standard Form 50, you must also enter its code.

(2) The first digit of the nature of action code indicates the type of action:

- 100 series—appointments
- 200 series—returns to duty from nonpay status
- 300 series—separations
- 400 series—placements in nonpay and/or nonduty status
- 500 series—conversions to appointment
- 600 series—(reserved for Office of Personnel Management use)
- 700 series—position changes, extensions, and miscellaneous changes
- 800 series—pay changes and miscellaneous changes
- 900 series—(Reserved for use by agencies)

The second and third digits of the nature of action code indicate the particular kind of action, for example, “promotion,” “resignation,” etc.

(3) Nature of action codes 000-899 may be used only as authorized by the Office of Personnel Management. Within the 000-899

group of codes are ones used to record actions involving particular groups of employees. If your agency is authorized to use any of these special codes, your personnel office will have a list of them and instructions on when and how they are to be used.

(4) Codes 900-999 may be used by agencies to document personnel matters that are of interest to the agency and for which the Office of Personnel Management does not require a Standard Form 50, for example, a change in the employee's position number when no other change occurs, or a change in the appropriation from which the employee is paid. In general, a Standard Form 50 documenting a 900 series action may not be filed on the right side of the Official Personnel Folder (OPF). The exception is when an agency uses the Standard Form 50 instead of an agency form to document something that is approved for long-term Official Personnel Folder retention. An example is completion of the supervisory or managerial probationary period. Actions in the 900 series are not reported in Central Personnel Data File dynamics submissions.<

b. Legal Authority. (1) The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken. While the nature of action identifies the personnel action, the authority identifies the specific circumstances under which the action is taken. Agencies and the Office of Personnel Management use this kind of information to perform their personnel management functions.

(2) Each authority has a unique alphabetical or numerical code to identify it for statistical and data processing purposes. Each time a table tells you to use a particular authority, you must also use the code. When more than one authority and code is required, you must enter them on the Standard Form 52 and Standard Form 50 in the order in which they are listed in this **Guide**.

(3) Legal authority codes beginning with an alpha character (meaning a letter), and those beginning with the numbers “1” - “5,” are reserved for use by the Office of Personnel Management to identify authorities on actions that are reported to the Central Personnel Data File. An agency may create its own legal authority codes, using “6,” “7,” “8,” or “9” as the first character of the code, to identify an authority unique to the agency. Such an authority may be cited on an action *only* when the action is one that is *not* reported to the Central Personnel Data File *or* when the authority is to be cited as the *second* one on an action that is reported to the Central Personnel Data File.

(4) To obtain the legal authority code to be cited for a new law, regulation, Executive Order, or other authority on an action that will be reported to the Central Personnel Data File, contact the Office of Personnel Management by facsimile 202-606-1719 or by email owi@opm.gov.

c. Remarks. (1) Remarks are put on the Standard Form 50 to explain the action to the employee, the payroll office, future employers, the Office of Personnel Management, and to other Federal agencies.

For some actions, specific remarks are always required; for others, the remarks will vary according to the employee's work history. Tables in the chapter that covers the action will tell you how to select the necessary remarks and list them. The remarks used on documentation of personnel actions are standardized and agencies **may not change** or alter a remark listed in this **Guide** without the prior approval of the Office of Personnel Management. Except as noted below, agencies may supplement the remarks to explain actions.

(a) When an employee whose appointment does *not* afford appeal rights submits a resignation or retirement, or is separated by the agency, no agency reasons for or explanation of the separation (“agency finding”) may be placed on the action.

(b) When an employee whose appointment does afford appeal rights submits a resignation or retirement *before* receiving *written* notice of a proposed disciplinary or adverse action, no remarks regarding the proposal may be placed on the action.

(2) Remarks are identified in this **Guide** by codes for ease of reference. The first characters of the remarks codes indicate the purpose for which the remark is used; the other characters of the code have no significance.

<i>First Character</i>	<i>Remarks Explains</i>
A	Appointment Limitations
B	Benefits and Leave Entitlements
C	Corrections and Cancellations
E	Employment Conditions
G	Service Credit

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

1-5. Other Standard Form 50 Data.

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

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

1-6. Cancellations and Retroactive Personnel Actions.

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

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

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

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

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

screening process are sent back to the submitting agencies.

1-8. Questions Regarding Unusual Cases.

If your agency point of contact is unable to resolve your question, contact the Assistant Director for Workforce Information by facsimile 202-606-1719 or email at owi@opm.gov.

Subchapter 2. How to Use this Guide

2-1. How the Guide is Organized.

The first eight 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 8 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.

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Job Aid

Getting Ready to Process Personnel Actions

When you process personnel actions, there are forms you will use, terms you will hear, and manuals to which you will refer constantly. To make your work easier later on, you should do the following steps.

STEP	ACTION
1	Establish an office file of reference materials that will be used with this Guide when processing personnel actions. Your file should include: <ul style="list-style-type: none"> title 5, United States Code; title 5, Code of Federal Regulations; The Guide to Personnel Recordkeeping; The Guide to Personnel Data Standards; The CSRS and FERS Handbook for Personnel and Payroll Offices; Federal Employees Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices; The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices; and Your agency's instructions for processing personnel actions. (Some parts of this Guide will refer you to your agency's instructions.)
2	Read The Guide to Personnel Recordkeeping , which covers personnel records and files. Keep it handy for easy reference. You will use it often.
3	Become familiar with title 5, United States Code , and title 5, Code of Federal Regulations , which contain many of the authorities cited on personnel actions. The Code of Federal Regulations is updated through daily publications of the Federal Register .
4	Become familiar with personnel language. Read through the <i>Glossary of Terms</i> in this Guide (Chapter 35). Refer to the <i>Glossary</i> as you process actions to learn the definitions of terms you do not know or understand.
5	Become familiar with personnel forms. You will use many of them. Thoroughly read the instructions on the form and in this Guide <i>before</i> using any form. (You may find it helpful to keep a copy of each form you complete as a sample for future reference.)

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Job Aid**Instructions for Processing Personnel Actions**

The chapters in the **Guide** will tell you how to select the codes and information to enter on the Standard Form 52, Request for Personnel Action. If you do not have all the information you need about the reason for the action or about the employee it concerns, **ASK QUESTIONS** of the personnel specialist who approved the action. **DO NOT GUESS.** Your documentation affects the rights and benefits of Federal employees.

Follow the 3 steps in the table below when processing personnel actions.

STEP	ACTION
<p>1</p>	<p>Decide what kind of action has been requested or is needed.</p> <p>Most personnel actions are processed starting with the receipt of a Standard Form 52, Request for Personnel Action. Check blocks 5-B and 6-B in Part B. If you cannot tell from the Standard Form 52, ask the personnel specialist who approved the action.</p>
<p>2</p>	<p>Locate the correct chapter in the Guide for instructions on processing the action.</p> <p>Use the reader aids, the Table of Contents and the Topic Index (Chapter 34), in the Guide to choose the most likely chapter. If terms are unfamiliar to you, refer to the Glossary (Chapter 35).</p> <p>Once you have chosen a likely chapter, review the chapter contents page and the coverage section for that chapter. These will help you decide whether the instructions you need are contained in the chapter.</p>
<p>3</p>	<p>Follow carefully the instructions found in the chapter(s) appropriate for the action you wish to process.</p> <p>Read the narrative information included in the chapter before going to the tables and figures. Provided in each chapter are definitions for terms used. Also provided are instructions that refer to special situations that may occur which the tables and figures may not address.</p> <p style="text-align: right;"><i>Continued on next page</i></p>

Job Aid**Instructions for Processing Personnel Actions, continued**

STEP	ACTION
<p>3 continued</p>	<p>Follow carefully the instructions found in the chapter(s) appropriate for the action you wish to process, continued.</p> <p>The instructions cover only the Office of Personnel Management's requirements and may not include everything that your agency requires. Therefore, if your agency has its own processing instructions, you must follow them, as well. Because each personnel office may operate under different procedures, this Guide does not tell you who is responsible for each processing step.</p> <p>When you find that a step has already been completed, use this Guide to check to see that it was completed correctly. DO NOT just copy something from a previous Standard Form 50, Notification of Personnel Action. <i>If there was a mistake on the previous action and you copy it, your mistake may affect the employee's pay or benefits.</i></p> <p>The chapter(s) will tell you how to select the codes and information to enter on the Standard Form 52. Use the Standard Form 52 as a "draft" to prepare the Standard Form 50. Chapter 4 gives you general information on how to complete the Standard Form 52 and explains what your final Standard Form 50 must contain. More specific information is in the chapter that covers the particular action you are processing.</p>

Job Aid

How to Use a Decision Logic Table

Charts instead of paragraphs.

Most of the instructions in this **Guide** are in the form of Decision Logic Tables. A Decision Logic Table gives you instructions in the form of a chart rather than in the form of a paragraph. Some Decision Logic Tables will help you select information which must be put on the Standard Form 50, Notification of Personnel Action.

Rules on a Decision Logic Table.

It is easier to make a decision with a Decision Logic Table because all the conditions you must consider are shown in separate boxes. A sentence in a Decision Logic Table is called a “rule.” Each rule shows conditions which must be considered, their relationships to each other, and the decision or appropriate instructions.

Reading the rules.

Decision Logic Tables used in this **Guide** are read across (horizontally). To read a Decision Logic Table, look at the caption for column A, the entry for the rule in column A, the caption for column B, the entry for the rule in column B, etc., until you have read across the entire table.

For example, look at the chart below. Rule 1 reads, “*If the appointment is based on the selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining, and the appointment is with Career-Conditional Status, then Nature of Action is Career-Cond Appt.*”

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If the appointment is based on the</i>	<i>And the appointment is</i>	<i>Then Nature of Action is</i>
1	Selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining	With Career-Conditional Status	Career-Cond Appt
2	Reinstatement of a person who had competitive status or was serving probation	With Career Status	Career Appt
3	(i.e., was on a career or career-conditional appointment) when separated	With Career-Conditional Status	Career-Cond Appt

Continued on next page

Job Aid**How to Use a Decision Logic Table, continued**

Look at the chart below to read rule 2. To make it easier to follow, parts of rules 1 and 3 have been blocked out. Rule 2 reads, “*If the appointment is based on the reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated, and the appointment is with Career Status, then Nature of Action is Career Appt.*” Notice that you begin to read each rule with the heading for the first column (A).

R U L E	A	B	C
	<i>If the appointment is based on the</i>	<i>And the appointment is</i>	<i>Then Nature of Action is</i>
1			
2	Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated	With Career Status	Career Appt
3			

Look at the chart below to read rule 3. It reads, “*If the appointment is based on the Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated, and the appointment is with Career-Conditional Status, then Nature of Action is Career-Cond. Appt.*” Because there is no new entry for rule 3 in the first column (A), use the last entry, which also is used for rule 2. Each new entry is separated from the preceding one by a horizontal line; if there is no new entry for a particular rule, read the last entry from the rule above. (Parts of rules 1 and 2 are blocked out to make it easier to read the rule.)

R U L E	A	B	C
	<i>If the appointment is based on the</i>	<i>And the appointment is</i>	<i>Then Nature of Action is</i>
1			
2	Reinstatement of a person who had competitive status or was serving probation (meaning, was on a career or career-conditional appointment) when separated		
3		With Career-Conditional Status	Career-Cond Appt

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 on page 4-11 of this Chapter.

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 job aid **Instructions for Completing the Standard form 50 and For Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, when completing the Standard Form 52. Also use job aid, **Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52**, for completing those parts of the Standard Form 52 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 document employment events. It is available in several versions. As used in this **Guide**, "Standard Form 50" means any version of the form. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the

5-part Standard Form 50 and Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. A sample of the Standard Form 50 is reproduced on page 4-13 of this chapter.

a. Use of the Standard Form 50. A Standard Form 50 is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is *not* authorized for long-term Official Personnel Folder retention:

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

All other actions in this **Guide** are to be documented for long-term retention in the Official Personnel Folder. The Official Personnel Folder documentation should be

either:

- (1) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section 4),
- (3) a list form of notice (see section 5), or
- (4) one of the alternative forms of notice described for pay adjustments 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, for example, 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.

4. Completing the Standard Form 50.

a. Employee Name. (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license,

income tax purposes, and bank accounts. A married female may elect to use her maiden name as her last name provided that she uses the same name on all employment and employment-related records. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

(2) The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr., etc.) [comma] [space]

FIRST NAME or INITIAL [space]

MIDDLE NAME(s) or initial(s)

examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE

O'REILLY, JOHN F.X.

MARTINEZ-SMITH, MARIA ELENA

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Record apostrophes and hyphens or spaces between double names only as used by the employee. Do not use titles, such as "Mr.," "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

b. Effective Dates. (1) Except as explained in Table 4-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an authentication, approved by the Office of Personnel Management, in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action

meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

(2) Unless otherwise indicated on the Notification of Personnel Action, separations and actions to terminate grade and pay retention are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.

(a) Follow instructions in Table 4-A to set dates in situations where approval of the appointing officer is required. Use job aid, **Comptroller General (CG) Decisions Concerning Effective Dates**, to identify Comptroller General decisions that address effective dates and how they are set in specific situations.

(b) Follow instructions in Table 4-B to set dates in those situations where prior approval of the appointing officer is not required.

c. Approval of Personnel Actions. (1) As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their 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. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

(2) Under 5 U.S.C. 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then re-delegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

(3) The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

(4) Agencies must ensure that appointing authority (the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a

serious responsibility that should not routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information as to how these determinations were reached, cannot and should not be expected to decide whether the specific action meets legal and regulatory requirements.

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 6 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 6 to prepare it.

(2) When the action is documented on a Standard Form 50, use the copied Standard Form 50 on page 4-13, of this chapter, to identify the blocks on the form, and follow the instructions in job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, to complete the form. Explanations and definitions of codes used in the job aid 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.

5. 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*.

6. 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 - RIF

c. Format. Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

d. Privacy Act Requirements. (1) Distribution of lists with personal information (for example, 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.

(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 Official Personnel Folder 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.

7. Notifying Employees of Personnel Actions.

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

a. Standard Form 50. The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).

b. Agency Issuances. For all other personnel actions, the agency may choose any method to notify employees as long as it meets the following conditions:

(1) The agency must send the notification to the employee. The agency has the obligation to inform its employees when a change has occurred in their conditions of employment. The agency may not transfer this obligation to the employee by requiring employees to ask whether or not a personnel action has been effected. Agencies must take an affirmative step to notify employees of all personnel actions as defined in this **Guide**.

(2) The notification must be capable of being printed. The notice may or may not be a paper document. If it is not, however, the employee must have the option of printing the notice.

(3) The notice must contain:

- the nature of action as defined in this **Guide**. The nature of action code is not required. For example, the notice of a pay change must describe the action as a "Pay Adjustment" but the nature of action code "894" may or may not be included at the agency's option.

- the effective date.

- the not-to-exceed date if the action is temporary or time-limited.

- all remarks required by this **Guide**.

- the old and new values for any data changed by the action and normally shown on the Standard Form 50. For example, the notice of a reassignment to a position with a different occupation code must identify both the old (reassigned from) and new (reassigned to) occupation codes.

- the employee's full name.

(4) The notice must be an official issuance. It may be issued electronically or by paper document. Official notices may be agency forms, documents on agency letterhead, or other electronic or paper issuances showing the name and title of an agency official authorized to inform employees of personnel actions. For example, an agency form such as a leave and earning statement could be used to notify an employee of a within-grade increase.

c. Summary of Options. Agencies must use the Standard Form 50 to notify employees of accessions, conversions, separations, and corrections and cancellations of those actions. For all other actions, including corrections and cancellations of those actions, agencies may use any of the following methods to notify employees of personnel actions:

- Standard Form 50, or

- List form of notice, if the action is one of those identified in section 6, or

- A pay schedule or computer printout described in Chapter 17, if the action is a pay adjustment affecting a large number of employees, or

- An agency issuance that meets the conditions in b. above.

8. 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 (for example, 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 (for example, 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.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION **SECOND ACTION**

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number **15. TO: Position Title and Number**

8. Pay Plan	9. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ Code	18. Grade or Level	19. Step or Rate	20. Total Salary	21. Pay Basis	
12A. Basic Pay	12B. Locality Adj.	12C. Ad. Basic Pay	12D. Other Pay	20. Basic Pay	20B. Locality Adj.	20C. Ad. Basic Pay	20D. Other Pay	SAMPLE ONLY				
14. Name and Location of Position's Organization	22. Name and Location of Position's Organization											

EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	28. Annuitant Indicator <input type="checkbox"/>	29. Pay Rate Determinant <input type="checkbox"/>	
30. Retirement Plan <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>	32. Work Schedule <input type="checkbox"/>	33. Part-Time Hours Per Biweekly Pay Period <input type="checkbox"/>

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 4 - SES Career	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code <input type="checkbox"/>	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code <input type="checkbox"/>	39. Duty Station (City - County - State or Overseas Location) <input type="checkbox"/>		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
			50. Veterans Status <input type="checkbox"/>	51. Supervisory Status <input type="checkbox"/>

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature		Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code, Section 501 and 5301 and the OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalization. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION				SECOND ACTION			
5-A. Code	5-B. Nature of Action			6-A. Code	6-B. Nature of Action		
5-C. Code	5-D. Legal Authority			6-C. Code	6-D. Legal Authority		
5-E. Code	5-F. Legal Authority			6-E. Code	6-F. Legal Authority		

7. FROM: Position Title and Number					15. TO: Position Title and Number						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					

EMPLOYEE DATA					
23. Veterans Preference			24. Tenure	25. Agency Use	26. Veterans Pref for RIF
1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%			0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		<input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI			28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule
					33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA				
34. Position Occupied		35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career		E - Exempt N - Nonexempt		
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA				
41.	42.	43.	44.	

45. Remarks

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

Block 26 - Veterans Preference to RIF

- Indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

- **FICA** - Social Security System
- **CS** - Civil Service Retirement System
- **CS-Spec** - Civil Service Retirement System for law enforcement and firefighter personnel
- **FS** - Foreign Service Retirement and Disability System
- **FERS** - Federal Employees' Retirement System
- **FERS-Reserve Tech** - Federal Employees' Retirement System for National Guard Reserve Technicians
- **FERS-ATC** - Federal Employees' Retirement System for Air Traffic Controllers
- **FERS-Spec** - Federal Employees' Retirement System for law enforcement and firefighter personnel
- **FSPS** - Foreign Service Pension System

Block 31 - Service computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will

Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed. Full-Time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not. Seasonal employees work on an annually recurring bases for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season. On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

Block 33 - Part-time Hours Per Biweekly Pay Period

Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

Block 34 - Position Occupied

Identifies the employment system under which you are serving -- the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).

The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you have Federal service.

Block 35 - FLSA Category

Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees **are** covered.

Block 37 - Bargaining Unit Status

Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

Block 38 and 39 - Duty Station

Identifies the city, county, and state or the overseas location, where you actually work.

OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can elect to have your dues withheld from your salary.
- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.

Job Aid

Comptroller General (CG) Decisions Concerning Effective Dates

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

Prior approval
for appointment . . . **18CG582 and 20CG267**

Prior approval for
promotion **3CG559 and 9CG20**

Oath of office to be taken
before an employee can be paid . . **21CG817**

Compensation for services rendered prior to
appointment **8CG582 and 20CG267**

Holiday pay when conversion
action is involved **30CG334**

Compensation for service during an interval
between appointments **17CG323**

Move to another agency **34CG428**

Transfers where travel and
transportation expenses
are concerned **26CG862**

Relation of effective date to
entry on duty date **24CG150 and 45CG660**

Promotion that follows a detail . . **24CG563**

Salary change resulting from
allocation or reallocation
of a position **30CG156**

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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

Purpose

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

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

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>
2 Social Security Number, continued	Complete on all actions.	<p>b. A social security number is required for:</p> <p>(1) United States citizens;</p> <p>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed below: American Samoa (including the Island of Tutuila, the Manua Islands, and all other Islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island); Canton and Enderbury Islands; Commonwealth of Puerto Rico; Guam; Howland, Baker, and Jarvis Islands; Johnston or Cornwallis Island, and Sand Island; Kingman Reef; Swan Islands; Virgin Islands of the United States; Wake Island; Midway Islands; Navassa Island; Palmyra Island; Any small guano islands, rocks, or keys which, by action taken under the Act of Congress, August 18, 1856, are considered as belonging to the United States; and Any other islands to which the United States Government reserves claim, such as Christmas Island.</p> <p>(3) Enter the employee number established by your agency for foreign nationals serving outside the areas listed in (2). If one of these employees has a social security number, it may be entered in place of any employee number established by your agency.</p> <p>c. When employee does not have a social security number. If a valid number is not available, create a pseudo number in the following way: enter an 8 (or a 9), followed by the 4-digit Personnel Office Identifier</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>
2 Social Security Number, continued	Complete on all actions.	<p>number assigned by the Office of Personnel Management; then assign the four sequential digits, the following controls must be maintained:</p> <p>(1) Uniqueness. Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.</p> <p>(2) Correction. When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to the Central Personnel Data File), a correction is required. Follow the instructions in The Guide to the Central Personnel Data File for preparing corrections for the Central Personnel Data File. Note that for the Central Personnel Data File, a complete correction action is required for each action processed with the pseudo number.</p> <p>d. Multiple Appointments. If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—"Concurrent employment (identify position or agency unit where concurrently employed)."</p> <p>e. To obtain a valid Social Security Number, the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.</p> <p>f. Corrections. See Chapter 32 for instructions.</p>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
3 Date of Birth	Complete on all actions.	When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, "01-03-40" or "01-03-1940."
4 Effective Date	Complete on all actions.	Enter date in month-day-year order, for example, "10-01-98" or "10-01-1998< (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)
5-A Code	Complete on all actions.	Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter "002;" when it is a cancellation, enter "001."
5-B Nature of Action		Enter the nature of action for the code shown in block 5-A.
5-C Code	Complete on all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-D Legal Authority		Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-E Code	Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.	Enter code for the second authority.
5-F Legal Authority		Enter second authority.

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
6-A Code	Complete when a second action, with the same effective date, is processed on the same Standard Form 50.	Enter the code required by the chapter that explains how to process the action. When the Standard Form 50 is processed to correct or cancel an earlier action, enter the code and nature of action for the action being corrected or canceled. When two actions were processed on the same Standard Form 50 and both are being corrected or canceled, process a separate Standard Form 50 to cancel or correct each one.
6-B Nature of Action		
6-C Code	<p>a. Leave blank when code & nature of action shown in blocks 6-A and 6-B are:</p> <p style="padding-left: 40px;">(1) 350/Death, or</p> <p style="padding-left: 40px;">(2) 355/Termination-Exp of Appt.</p> <p>b. Leave blank when code and nature of action shown in blocks 5-A and 5-B are 001/Cancellation.</p> <p>c. Complete on all other actions when blocks 6-A and 6-B are completed.</p>	Enter primary authority code for nature of action shown in blocks 6-A and 6-B.
6-D Legal Authority		Enter primary authority for the nature of action shown in blocks 6-A and 6-B.
6-E Code	Complete only when a second authority code and authority is required for the nature of action shown in blocks 6-A and 6-B.	If a second authority code is required for the nature of action shown in blocks 6-A and 6-B, enter it here.
6-F Legal Authority		If a second authority is required for the nature of action shown in blocks 6-A and 6-B, enter it here.

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
7 FROM: Position Title and Number	a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).	Enter position title and number shown in "To" portion of employee's last Notification of Personnel Action.
8 Pay Plan	b. Complete on: (1) separations, (2) actions that place employee in nonpay status, and (3) any other action that moves the employee to another position.	Enter the pay plan and occupational code shown in "To" portion of employee's last Notification of Personnel Action. (If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085" would be entered as "0085.") Note: the occupational code must be entered for all pay plans, including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.
9 Occupational code	c. Completion is optional on other actions; follow your agency's instructions.	
10 Grade or Level		Enter grade or level shown in the "To" portion of employee's last Notification of Personnel Action: a. Enter "00" if employee is in the Senior Executive Service (SES). b. If employee is in the Competitive or Excepted Service, enter the grade or level of the position, for example "9" or ("09"). If the position has no grade or level, enter two zeros ("00"). c. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees). d. For employees who are already entitled to grade retention under 5 U.S.C. 5362, enter grade of the position they actually occupy, <i>not</i> the grade they are retaining for pay and benefit purposes.

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
11 Step or Rate	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, and (3) any other action that moves employee to a different grade, step or rate. <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter step or rate for employee's current salary:</p> <p>a. When the employee is in the Senior Executive Service, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, 06).</p> <p>b. For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (for pay plan "ES") 01, 02, 03, 04, 05, or 06 at which the employee will be paid, even though the pay plan in block 8 is not "ES."</p> <p>c. Enter "00" for:</p> <ul style="list-style-type: none"> (1) employees in pay plan "GM;" and (2) employees who are already entitled to pay retention or who are already entitled to pay retention and have a salary in excess of the maximum rate for their grade. <p>d. When grade or pay retention are not involved and the employee is in the Competitive or Excepted Service, enter the appropriate step or rate within the grade or level, for example, "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</p>
12 Total Salary	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <ul style="list-style-type: none"> (1) separations, (2) actions that place employee in nonpay status, (3) any other action that moves employees to a different salary, (4) any action that changes or terminates administratively uncontrollable overtime (Nature of Action 818); and (5) any action that terminates availability pay (Nature of Action 819). <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter sum of "adjusted basic pay" (block 12C) and "other pay" (block 12D). The total salary must be compatible with the pay plan, e.g., if the pay plan is "GS" or another one for which pay is set on an annual basis, then the per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p>a. When employee is entitled to grade retention, show total salary in terms of the pay system of the position now occupied. For example, when an employee who is retaining a General Schedule grade and salary occupies a prevailing rate position, the total salary should be shown on a per hour basis. To convert per hour rate of pay to equivalent annual rate, multiply by 2087. To convert annual rate of pay to equivalent per hour rate, divide annual rate by 2087.</p>

Continued on next page

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
12 Total Salary, continued	<p>a. Leave blank on actions that grant Senior Executive Service rank awards (Nature of Action 878).</p> <p>b. Complete on:</p> <p>(1) separations,</p> <p>(2) actions that place employee in nonpay status,</p> <p>(3) any other action that moves employees to a different salary,</p> <p>(4) any action that grants, changes or terminates administratively uncontrollable overtime pay (Nature of Action 818); and</p> <p>(5) any action that terminates availability pay (Nature of Action 819).</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>b. If employment is without pay, enter six zeros ("000000").</p> <p>c. On actions that grant administratively uncontrollable overtime pay, enter "00%." On actions that change or terminate administratively uncontrollable overtime, enter percentage employee has been receiving, for example, "10%."</p> <p>d. On actions that terminate availability pay, enter dollar amount employee has been receiving.</p>
12A Basic Pay	<p>a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).</p> <p>b. Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any action that changes employee's salary, or</p> <p>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	Enter the employee's salary, excluding allowances, adjustments, and differentials.

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
12B Locality Adjustment	a. Leave blank on actions that grant administratively uncontrollable overtime pay, availability pay, and Senior Executive Service rank awards (Natures of Action 818, 819, and 878).	Enter the annual total dollar amount of any locality payment to which employee is entitled. If employee is not entitled to a locality payment, enter "\$0."
12C Adjusted Basic Pay	b. Complete on:	Enter sum of blocks 12A and 12B.
12D Other Pay	<p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any action that changes employee's salary, or</p> <p>(4) any action that changes administratively uncontrollable overtime pay or that terminates administratively uncontrollable overtime pay or availability pay.</p> <p>c. Completion is optional for other actions; follow your agency's instructions.</p>	<p>a. Enter the sum (total annual dollar amount) of employee's administratively uncontrollable overtime pay, availability pay, retention allowance, supervisory differential, and staffing differential entitlements.</p> <p>b. Enter "\$0" if employee is not entitled to administratively uncontrollable overtime pay, 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 12 or 12D.</p>
13 Pay Basis	<p>a. Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).</p> <p>b. Complete on all other actions for which block 12 is completed.</p>	<p>Enter appropriate code for basis on which employee is currently being 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 12; for example, if annual amount is shown in block 12, then "pa" must be entered in block 13. Note: pay basis "sy" is to be used only for teachers/educators.</p>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
14 Name and Location of Position's Organization	<p>a. Leave blank on actions that grant administratively uncontrollable overtime pay, and Senior Executive Service rank awards (Natures of Action 818 and 878).</p> <p>b. Complete on:</p> <p>(1) separations;</p> <p>(2) actions that place employee in nonpay status; and</p> <p>(3) any other action that moves employee to a different office.</p> <p>c. Completion is optional on other actions; follow your agency's instructions.</p>	<p>a. Enter the name and location shown in "To" portion of employee's last Notification of Personnel Action.</p> <p>b. On appointment actions that move an employee from another agency, enter the agency code for the losing agency. When action is a reemployment under Public Law 85-795, enter "PI00."</p>
15 TO: Position Title and Number	<p>a. Leave blank on actions that</p> <p>(1) place employee in nonpay status,</p> <p>(2) separations, and</p> <p>(3) separation incentives.</p> <p>b. Complete on all other actions.</p>	Enter position title and number shown on the position description. When action grants or continues entitlement to grade retention under 5 U.S.C. 5362, enter title and number of position employee actually occupies, <i>not</i> of the position whose grade the employee is retaining for pay and benefit purposes.
16 Pay Plan	<p>a. Leave blank on:</p> <p>(1) actions that grant Senior Executive Service rank awards and separation incentives (Natures of Action 878 and 825).</p> <p>(2) separations,</p> <p>(3) actions that place employee in nonpay status.</p> <p>b. Complete on all other actions.</p>	<p>a. Enter the pay plan and occupational code shown on the position description. Note: The occupational code must be entered for <i>all</i> pay plans including "AD," "ES," and "EX." When the employee is serving in a position that is not classified under a formal position classification system, enter the occupational code that most precisely identifies the employee's duties and responsibilities.</p> <p>b. When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies, <i>not</i> the position upon which the grade retention entitlement is based.</p> <p>c. If zeros are used to complete the code, they must precede the prescribed occupational code. For example, the code for Guard, which is "085," would be entered as "0085."</p>
17 Occupational Code		

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
18 Grade or Level	<p>a. Leave blank on actions that document separation incentives and Senior Executive Service rank awards (Natures of Action 825 and 878).</p> <p>b. Leave blank on separations and actions that place employee in nonpay status.</p> <p>c. Complete on all other actions.</p>	<p>a. Enter "00" if employee is in the Senior Executive Service.</p> <p>b. If the employee is in the Competitive or the Excepted Service, enter grade or level shown on the position description, for example, "03," or "12." If the position has no grade or level, enter two zeros ("00").</p> <p>c. Enter the target grade for employees under the pay plan WT (Federal Apprentices and Shop Trainees).</p> <p>d. For employees who are entitled to grade retention under 5 U.S.C. 5362, show grade of the position employee actually occupies, <i>not</i> the grade he or she is retaining for pay and benefits purposes.</p>
19 Step or Rate		<p>Enter code for step or rate at which employee will be paid.</p> <p>a. When action places or continues employee's placement in a Senior Executive Service position, enter the appropriate Senior Executive Service pay rate (01, 02, 03, 04, 05, or 06).</p> <p>b. For Presidential appointees and appointees described in 5 CFR 317.801(a)(2) who elect to retain Senior Executive Service provisions, enter the Senior Executive Service pay rate (the rate for pay plan "ES") at which the employee will be paid (01, 02, 03, 04, 05, or 06) even though the pay plan in block 16 is not "ES."</p> <p>c. Enter "00" for:</p> <ol style="list-style-type: none"> (1) employees in pay plan "GM;" (2) employees who are entitled to pay retention and have a salary in excess of the maximum rate for their grade; and (3) employees whose pay plans have no steps (for example, ST and SL). <p>d. When grade retention is terminated, enter the appropriate step or rate of the grade of the position the employee occupies.</p> <p>e. When grade retention is not involved and the employee is in the competitive or excepted service (except for persons described in b above), enter the appropriate step or rate within the grade or level, for example "1" (or "01"). If the position has only one basic pay rate, enter two zeros ("00").</p>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
20 Total Salary/Award	Complete on all actions except separations and actions that place employee in nonpay status.	<p>a. For an 818/AUO action that grants or changes the percentage an employee will receive, enter administratively uncontrollable overtime pay percentage (for example, “10%”). For an 818/AUO action that terminates administratively uncontrollable overtime pay, enter “00%.”</p> <p>b. For an 819/Availability Pay action that grants availability pay, enter the dollar amount of availability pay. For an 819/Availability Pay action that terminates availability pay, enter “0.”</p> <p>c. For actions other than administratively uncontrollable overtime pay, Senior Executive Service rank awards, or separation incentives, enter sum of “adjusted basic pay” (block 20C) and “other pay” (block 20D). The total salary must be compatible with the pay plan, for example, if the pay plan is “GS” or another one for which pay is set on an annual basis, a per annum rate of pay must be entered. If the plan is one for which pay is set on an hourly basis, then the per hour rate of pay must be entered.</p> <p>d. When employee is entitled to begin or continue a period of grade retention under 5 U.S.C. 5362, show salary in terms of the pay system of the position to which he or she is being assigned. For example, if an employee who is entitled to retain the grade and salary of a General Schedule position is being assigned to a prevailing rate position, show retained salary in per hour terms. If employee who is entitled to retain the grade and salary of a prevailing rate position is being assigned to a General Schedule position, show retained salary on a per annum basis. To convert per hour rate of pay to equivalent annual rate, multiply the per hour rate by 2087; to convert annual rate of pay to per hour rate, divide the annual rate by 2087.</p> <p>e. When employee is not entitled to begin or continue a period of grade retention, follow completion instructions for block 12. 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).”</p>

Job Aid

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
20A Basic Pay	a. Leave blank on: (1) actions that document	Enter the employee's salary, excluding allowances, adjustments, and differentials.
20B Locality Adjustment	administratively uncontrollable overtime pay, availability pay, separation incentives, and Senior Executive Service rank awards. (Natures of Action 818, 819, 825, and 878)	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	(2) separations; and	Enter sum of blocks 20A and 20B.
20D Other Pay	(3) actions that place employee in nonpay status; b. Complete on any action that changes employee's salary. c. Completion is optional for other actions; follow your agency's instructions.	a. Enter the sum (total annual dollar amount) of employee's administratively uncontrollable overtime pay, availability pay, retention allowance, supervisory differential, and staffing differential entitlements. b. Enter "\$0" if employee is not entitled to administratively uncontrollable overtime pay, availability pay, or to any of these allowances/differentials. c. Explain any <i>other</i> allowances/ differentials to which employee is entitled (for example, uniform allowance or shift differential) in remarks. d. All other allowances/differentials are <i>excluded</i> from the amounts shown in blocks 20 or 20D.
21 Pay Basis	a. Leave blank on actions that document, administratively uncontrollable overtime pay, Senior Executive Service rank awards, and separation incentives (Natures of Action, 818, 825, and 878). b. Complete on all other actions for which block 20 is completed.	Enter code for basis on which employee is to be paid: pa = per annum, pd = per diem, ph = per hour, pm = per month, bw = biweekly, wc = without compensation, fb = fee basis, or sy = school year. Pay basis must agree with the way in which the total salary is shown in block 20; for example, if annual amount is shown in block 20, then "pa" must be entered in block 21. Note: pay basis "sy" is to be used only for teachers/educators.

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
22 Name and Location of Position's Organization	<p>a. Leave blank on:</p> <p>(1) actions that place employee in nonpay status, and</p> <p>(2) separations that are not immediately followed by appointment in another agency or in a public international organization, and</p> <p>(3) separation incentives.</p> <p>b. Complete on all other actions.</p>	<p>Enter name of lowest subdivision of an organization to which an employee is assigned. For example: Bureau of Management, Personnel Division, Staffing and Employee Relations Branch.</p> <p>a. Enter organization name as it is shown on the position description.</p> <p>b. In separation actions for movement to a different agency, enter the agency code for the gaining agency.</p> <p>c. For separations to accept employment with a public international organization from which employee will have reemployment rights, enter "PI00."</p>
23 Veterans' Preference	<p>a. Complete on appointments and conversions to appointments.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter the appropriate code based on preference used 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>
24 Tenure	<p>a. Completion is optional on pay change actions; follow your agency's instructions.</p> <p>b. Complete on all other actions.</p>	<p>Enter appropriate tenure group. (Do not show subgroup.) If employee is not in one of the tenure groups defined below, enter a zero ("0"). Also enter zero for employees in the Senior Executive Service and for employees appointed by the President subject to Senate confirmation.</p> <p style="text-align: center;">TENURE GROUP 1</p> <p><i>Competitive Service</i>—Tenure group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.</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>
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, "C-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> <ul style="list-style-type: none"> (1) appointments, (2) conversions to appointments, (3) separations, (4) any action that results in a change in the code shown in this block. <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter appropriate code and title; follow descriptions in The Guide to Personnel Data Standards to select the code:</p> <ul style="list-style-type: none"> 1 = Reempl Ann—CS, A = Reempl Ann—FE, 6 = CS—No Reduction, G = FE—No Reduction, B = Former Ann—FE, 2 = Ret Officer, 4 = Ret Off/Reempl Ann—CS, C = Ret Off/Reempl Ann—FE, 7 = Ret Off/CS—No Reduc, H = Ret Off/FE—No Reduc, D = Ret Off/Former Ann—FE, 3 = Ret Enlisted, 5 = Ret Enl/Reempl Ann—CS, E = Ret Enl/Reempl Ann—FE, 8 = Ret Enl/CS—No Reduc, J = Ret Enl/FE—No Reduc, F = Ret Enl/Former Ann—FE, or 9 = Not applicable.
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> <ul style="list-style-type: none"> (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>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>

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>
32 Work Schedule	<p>a. Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations,</p> <p>(3) pay change actions,</p> <p>(4) actions that move employee into and out of pay status, and</p> <p>(5) 781/Chg in Work Schedule actions.</p> <p>b. Completion on other actions is optional; follow your agency's instructions.</p>	<p>Enter appropriate code and definition:</p> <p>F—Full-time,</p> <p>G—Full-time Seasonal,</p> <p>I—Intermittent,</p> <p>J—Intermittent Seasonal,</p> <p>P—Part-time,</p> <p>Q—Part-time Seasonal,</p> <p>S—Part-time Job Sharer, or</p> <p>T—Part-time Seasonal Job Sharer.</p>
33 Part-Time Hours per Biweekly Pay Period	<p>a. Complete when block 32 shows work schedule is part-time.</p> <p>b. Leave blank on all other actions.</p>	Self explanatory.
34 Position Occupied	<p>a. Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	<p>Enter appropriate code:</p> <p>1—Position occupied by the employee is in the competitive service;</p> <p>2—Position occupied by the employee is in the excepted service;</p> <p>3—Position occupied by the employee is a Senior Executive Service General position; or</p> <p>4—Position occupied by the employee is a Senior Executive Service Career Reserved position.</p>

Job Aid

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
35 Fair Labor Standards Act Category (FLSA)	<p>a. Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that moves employee to another position or 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>Enter the appropriate code:</p> <p>E—Employee is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act; or</p> <p>N—Employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.</p>
36 Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37 Bargaining Unit Status	<p>a. Must be completed on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</p> <p>b. Completion is optional on other actions.</p>	<p>Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.)</p> <p>a. When employee is eligible for and represented in a bargaining unit, enter last four digits of "OLMR Number" found in the Office of Employee and Labor Relations publication <i>Union Recognition in the Federal Government</i>. If the unit is not listed, contact the Office of Personnel Management's Center for Partnership & Labor-Management Relations to obtain a number for it.</p> <p>b. When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.</p> <p>c. When employee is ineligible for inclusion in a bargaining unit, enter "8888."</p> <p>d. Consult with the agency or installation labor relations officer for further assistance.</p>

Job Aid

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
38 Duty Station Code	<p>a. Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations, and</p> <p>(3) any action that moves employee to a new duty station.</p> <p>b. Completion is optional on other actions.</p>	<p>Enter code [State(or country)/city/county] for location shown in block 39. (The standard reference for codes is the General Services Administration publication, Worldwide Geographic Locations Code, dated June 1993), as updated by memoranda for agency directors of personnel. To locate the most recent list of codes, see the Duty Station File that is available for download at www.opm.gov/feddata/html/datastan.htm.</p> <p>a. When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code.</p> <p>b. When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.</p>
39 Duty Station		<p>Enter location of employee's official duty station:</p> <p>a. When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate.</p> <p>b. When duty station is in a foreign country, enter city and country.</p>
40 Agency Data - 44	Complete when required by your agency.	Follow your agency's instructions.
45 Remarks (Parts E and F of the Standard Form 52)	Complete whenever this Guide or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p>a. When action is a resignation/retirement, be sure employee provides a reason, an effective date, and a forwarding address. Part E of the Standard Form 52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter, for example), check to be sure it contains the information in Part E.</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>
45 Remarks, continued (Parts E and F of the Standard Form 52)	Complete whenever this Guide or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p>b. Limit the length of remarks to the space provided in block 45.</p> <p>(1) When employee's reason for resignation/retirement or the agency's finding are so lengthy that they will not fit in block 45, summarize them on the Standard Form 50. (The reason or finding will remain a matter of record because the resignation/retirement Standard Form 52 is a document required for long-term retention in the Official Personnel Folder.)</p> <p>(2) On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second Standard Form 50. In these cases:</p> <ul style="list-style-type: none"> — the last entry in block 45 of the first Standard Form 50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:"; — entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first Standard Form 50; and — copies of <i>both</i> Standard Form 50's must be placed in the Official Personnel Folder. <p>c. Do not enter derogatory information or medical information about the employee <i>unless</i> authorized to do so by the instructions in Chapter 30 (retirements) or Chapter 31 (other separations).</p>

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

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
46 Employing Department or Agency	Complete on all actions.	List Agency (and subelement)—see The Guide to Personnel Data Standards .
47 Agency Code	Complete on all actions.	Enter code from The Guide to Personnel Data Standards .
48 Personnel Office Identifier	Complete on all actions	Enter the Personnel Office Identifier (POI) number assigned by the Office of Personnel Management to the servicing personnel office.
49 Approval Date	Complete on all actions	<p>a. Except as explained in Table 4-B of this chapter, an action may not have an effective date that is earlier than the date on which it was approved (block 49).</p> <p>b. Enter the date the appointing officer (the person who has delegated appointing authority) approved the action by signing and dating block C-2 of the Standard Form 52. If there is no Standard Form 52 or if the Standard Form 52 is not signed (either with a pen-and-ink signature or by an electronic authentication approved by the Office of Personnel Management) by the approving official prior to the effective date, enter the date on which the appointing officer actually signs the Standard Form 50. With few exceptions, this must be on or before the effective date</p>
50 (Part C of the Standard Form 52) Signature/Authentication and Title of Approving Official	Complete on all actions.	<p>a. Enter title of approving official, the person to whom appointment authority has been delegated, for example, “Chief, Technical Services Division,” or “Chief, Personnel Division.” If a Standard Form 52 was used to approve the action, this will be the title of the person who signed block C-2 of the Standard Form 52.</p> <p>b. For an action to be approved, there must be a signature either in block C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. The signature may be either a pen-and-ink one or an electronic authentication approved by the Office of Personnel Management.</p> <p>c. If a Standard Form 52 is not used for the action or does not carry one of these two forms of signature, then the Standard Form 50 must be signed personally in pen and ink by the approving official or have an electronic authentication approved by the Office of Personnel Management.</p> <p>d. If there is a Standard Form 52 signed in pen and ink or by an electronic authentication that satisfies the Office of Personnel Management’s requirements, then the approving official’s name may be signed, printed, stamped, or spelled out in punched holes.</p>

Page 4-40 is blank.

Job Aid

Instructions for Completing Parts A, B, and D of the Standard Form 52

Part A

When completing Part A of the Standard Form 52, Request for Personnel Action, follow your agency's instructions.

Part B

Follow the instructions below when completing Part B (blocks 40-51) of the Standard Form 52.

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
40 - 44	Follow your agency's instructions.	
45 Educational Level	<p>a. Complete for employees in the Senior Executive Service and in Tenure Groups 1 and 2 of the competitive and excepted service. For these employees, enter on:</p> <ul style="list-style-type: none"> (1) appointments, (2) conversions to appointments, (3) separations, (4) any action that results in a change to the code shown in that block. <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	Review employee's most recent application/resume to determine employee's level of education. Use The Guide to Personnel Data Standards to select the appropriate code.
46 Year Degree Attained (Year Degree or Certificate Attained)	<p>a. Complete when education level shown in block 45 indicates completion of:</p> <ul style="list-style-type: none"> (1) a terminal occupational program (code 06), (2) an Associate degree (code 10), or (3) a Bachelor's or higher degree (code 13 or higher). <p>b. Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	Review employee's most recent application/resume to determine the year the employee attained the degree or certificate reflected in block 45. Enter the year (for example, "1980" or "80").

Job Aid

Instructions for Completing Parts A, B, and D of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
47 Academic Discipline (Instructional Program)	<p>a. Complete when education level shown in block 45 indicates completion of:</p> <p>(1) a terminal occupational program (code 06),</p> <p>(2) an Associate degree (code 10), or</p> <p>(3) a Bachelor's or higher degree (code 13 or higher).</p> <p>b. Leave blank when block 45 is blank or contains codes 01-05, 07-09, 11, or 12.</p>	Review employee's most recent application/resume to identify employee's academic major or concentration. Use The Guide to Personnel Data Standards to select appropriate six-digit code.
48 Functional Class	Complete when block 17 is completed.	Use The Guide to Personnel Data Standards to select appropriate code. When employee is in an occupational series for which a functional classification code has not been established, enter "00."
49 Citizenship	<p>a. Complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments, and</p> <p>(3) separations.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	Enter appropriate code: 1 = U.S. Citizen (or U.S. National), or 8 = Other.

Job Aid**Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
50 Veterans' Status	<p>a. Complete on:</p> <p>(1) appointments, and</p> <p>(2) conversions to appointments.</p> <p>b. Completion is optional for other actions; follow your agency's instructions.</p>	<p>Enter appropriate code and definition:</p> <p>N = Not VEV. Identifies employees hired by your agency prior to 10/1/91 who did not serve on active military duty during the period 8/5/64 - 5/7/75.</p> <p>V = VEV. Identifies a veteran who served on active military duty at any time from 8/5/64 - 5/7/75.</p> <p>B = Pre-VEV. Identifies a veteran whose service on active military duty ended before 8/5/64.</p> <p>P = Post VEV. Identifies a veteran whose service on active military duty began after 5/7/75.</p> <p>X = Not a veteran.</p> <p>Note: VEV is the abbreviation for "Vietnam Era Veteran." Codes B, P, and X may be used only for persons who were added to your agency's rolls after 9/30/91. As used here, a "veteran" is a person who served on active military duty and was discharged or released under conditions other than dishonorable. An employee may be considered a "veteran" for Veterans' Status even though he/she is not entitled to veterans' preference (block 23).</p>
51 Supervisory Status	<p>a. Must be completed for Senior Executive Service employees and for employees in Tenure Groups 1 and 2 of the competitive and excepted service. For those employees, complete on:</p> <p>(1) appointments,</p> <p>(2) conversions to appointments,</p> <p>(3) separations, and</p> <p>(4) any action that moves employee to another position or results in a change to employee's supervisory status.</p> <p>b. Completion is optional for other actions.</p>	<p>Enter appropriate code and definition. If code is not on the position description, ask the Position Classifier for it.</p> <p>2 = Supervisor or Manager,</p> <p>4 = Supervisor (CSRA),</p> <p>5 = Management Official (CSRA),</p> <p>6 = Leader, or</p> <p>8 = All other positions.</p>

Job Aid**Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52, continued**

Part D - Remarks by Requesting Office

Leave Part D blank for resignations and retirements. Information that a supervisor has concerning an employee's reason for resignation or retirement must be noted on a separate sheet (*NOT* on the Standard Form 52). It may be retained in the personnel office, in a "subject file," for 2 years from the effective date of the action in case it is needed for unemployment compensation purposes. The sheet may not be filed in the Official Personnel Folder.

Completion is optional for other actions.

Job Aid**Instructions for Preparing a List Form of Notice**

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 Standard Form 50s, Notification of Personnel Action. List forms of notice may be used only with those natures of action listed in section 5 of this chapter.

The information below must be shown on each page of a listing when used instead of individual Standard Form 50s, Notification of Personnel Action. An agency may show additional information on the listing if necessary to meet the requirements of its data system, but *none* of the information discussed below may be omitted.

Heading

State in the top center of each page: Personnel Action Listing
(Approved Standard Form 50 Exception)

Action

Following the heading, list in this order:

Nature of Action and Code:

Effective Date:

Authority and Code:

(Refer to the proper chapter in this **Guide** to select the correct Nature of Action and Authority.)

Changed Data

After identifying the personnel action, enter the appropriate “from” and “to” data.

Continued on next page

Job Aid**Instructions for Preparing a List Form of Notice, continued****Remarks**

Enter for all Natures of Action except 352, 430, and 280:

Type of appointment, position, grade, and salary remain unchanged.

Enter any other appropriate remarks as determined by the proper chapter of this **Guide** for the personnel action being documented.

Name

List the name of each employee affected. Give the name as it appears on the last Standard Form 50, Notification of Personnel Action.

For control purposes, vacant positions may be listed as “Vacancy” under the name column, preferably following name listings. Vacant positions will not be affected by every type of action.

Social Security Number

List the social security numbers of the employees concerned *on only those copies retained for agency use*, for example, the payroll or agency copy that is used for computer purposes. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.

Date of Birth

List the dates of birth of the employees concerned *on only those copies retained for agency use*, for example, the payroll or agency copy that is used for computer purposes.. The copy given to an employee and the copy placed in his or her Official Personnel Folder must not show the social security numbers of any other employees.

Agency

Identify your agency and any subelement, if applicable. If the personnel action involves a change between two agencies, identify both. If the subelement code changes, enter both codes. Enter at the bottom of each page of the listing.

Continued on next page

Job Aid

Instructions for Preparing a List Form of Notice, continued

**Employing Office
and Personnel
Office Identifier**

Identify the employing office and Personnel Office Identifier (POI) number. If the personnel action involves a change between employing offices, identify both. Enter at the bottom of each page of the listing.

**Signature/
Authentication
and Title of
Approving
Official**

Each page of the list must be signed/authenticated. Follow the instructions for completing block 50 provided in the 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**, to sign or authenticate the bottom of each page.

Date

Follow instructions for completing block 49 provided in the 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**, to enter the appropriate date at the bottom of each page.

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Job Aid**Sample List Form of Notice**

Provided below is a sample of the List form of Notice following the instructions in the job aid, **Instructions for Preparing a List Form of Notice**. This format is intended as a sample. Other similar formats may be used as long as they contain the information shown.

Do not show social security numbers and dates of birth on copies of lists furnished to employees or on lists that are filed in Official Personnel Folders.

Personnel Action Listing
(Approved Standard Form 50 Exception)

Nature of Action Code and Action: **352/Termination—Appt in ABC Agency**

Effective Date: **10-10-98**

Authority Code and Authority: **PDM/Reg. 351.302**

From: **Hearings Bureau**
KLM Agency
Washington, DC

To: **ABC Agency**
Washington, DC

Name	Social Security Number	Date of Birth
Willis, Henry A.	000-00-0000	XX-XX-XXXX
Harvey, John F.	000-00-0000	XX-XX-XXXX
Newton, Paul R.	000-00-0000	XX-XX-XXXX

From: **Agency Code** **KL-00**
POI **1234**

To: **Agency Code** **BC-00**
POI **5678**

John Jones
Personnel Officer

Date: 09-27-98

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Table 4-A. Setting Effective Dates

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
1	A list form of notice is used to document the action		No earlier than the effective date specified in the document that authorized the action.
2	Action is a noncompetitive conversion to career or career-conditional appointment	Conversion does not require the prior approval of the Office of Personnel Management	No earlier than the date on which employee met all of the requirements for conversion.
3		Conversion does require the prior approval of the Office of Personnel Management	No earlier than the date on which the Office of Personnel Management approved the conversion.
4	Conversion is to an appointment under which the employee will have fewer rights and benefits	Conversion is from an appointment in the competitive service to one in the excepted service	Any date after employee has (a) been informed that, because the position is in the excepted service, it cannot be filled by competitive appointment and that acceptance of the proposed appointment will take the employee out of the competitive service; <i>and</i> (b) submitted a written statement that the employee is leaving the competitive service voluntarily to accept an appointment in the excepted service.
5		Conversion is not described in Rule 4	Any date after employee has (a) been informed in writing of the conditions of employment under the new appointment; <i>and</i> (b) submitted a written statement that the employee is leaving previous employment voluntarily to accept conversion to the new appointment (statement should specify the type of appointment employee is leaving and the type the employee is accepting).

Table 4-A. Setting Effective Dates			
<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
6	Action which is not described in Rules 1-5 requires prior approval of the Office of Personnel Management		No earlier than the date on which the Office of Personnel Management approved the action unless that approval specifies an earlier effective date.
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period.

Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Action is</i>	<i>Then Effective Date is</i>
1	Required by law, Executive order, or regulation	The date specified in the law, Executive order, or regulation (see Note 1 of this table).
2	Required by court action, settlement agreement, or arbitral award	The date specified in the action, agreement, or award (see Note 2 of this table).
3	Required by an Office of Personnel Management (OPM), Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), or Federal Labor Relations Agency (FLRA) decision	The date specified in the decision.
4	A death	The date of death shown on the death certificate.
5	A resignation	The date set by the employee. Unless employee specifies otherwise, a resignation is effective at midnight.
6	A disability retirement	See instructions in Chapter 60 of The CSRS and FERS Handbook for Personnel and Payroll Offices .
7	A mandatory retirement	The last day of the month in which the employee reaches the age and completes any length-of-service requirements for the retirement system under which he or she is covered. When employee had an earlier exemption from mandatory retirement, the retirement is effected on the day following the not-to-exceed date of the nature of action 750/Continuance NTE documenting that exemption.
8	A retirement that is not described in Rules 6 or 7	The date set by the employee, provided that on that date employee meets age and length of service requirements for the retirement system under which he or she is covered.
9	Change in tenure or appointment based on completion of service requirements for career or permanent tenure	The day following that on which the service requirement is completed.

Table 4-B. Effective Dates Set without Prior Approval of the Appointing Official, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Action is</i>	<i>Then Effective Date is</i>
10	Conversion to a competitive service appointment when an employee who has competitive status occupies an excepted service position that is brought into the competitive service	The date the position is brought into the competitive service.
11	Change in Federal Employees Group Life Insurance coverage	The date prescribed in 5 CFR part 87.
12	Pay Adjustment to implement a new pay plan or to change the rates for an existing pay plan	The date set by the Executive Order, Office of Personnel Management, or an agency issuance that established the plan or announced the rates.
13	Change to Lower Grade following a temporary promotion	The day following the not-to-exceed date of the temporary promotion <i>unless</i> the appointing officer approves another action for the employee.
14	Termination of Grade Retention	At the end of the two-year period of grade retention (for example, if grade retention begins 07-23-96, the termination action is effective on 07-22-98 at midnight).
15	Leave without pay, <i>except</i> during a reduction in force notice period or for assignment to State or local government under the Intergovernmental Personnel Act	The date approved by the employee's supervisor (or other official designated by the agency) on the Standard Form 52, Request for Personnel Action.
16	Return to duty from leave without pay or nonpay status	
17	Detail or Termination of Detail	
18	Change in Work Schedule	
19	Change in Hours for an employee with a part-time work schedule	

NOTES:

1. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the law, regulation or Executive order.
2. When an effective date is not specified, the effective date set by the agency may be on or after the effective date of the court action, agreement or award.

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by one of the codes below				0
2	Is paid a special rate established to recruit well-qualified individuals in selected occupations and locations	does not have retained grade	employee is appointed at a superior qualifications rate		5 (See Note 2 of this table)
3			employee is not appointed at a superior qualifications rate		6
4		has retained grade	employee occupies a different position than that held before the grade reduction		E
5			employee occupies the same position		F
6		Is appointed at a superior qualifications rate (meaning, is hired at a pay rate above the minimum rate of the grade)	is also entitled to a special rate		
7	is not entitled to a special rate		7 (See Note 1 of this table)		

Table 4-B. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
8	Retains grade for a 2-year period	occupies the same position	is not entitled to a special rate		B
9			is entitled to a special rate		F
10			receives retained pay		U
11		occupies a different position	is not entitled to a special rate		A
12			is entitled to a special rate		E
13			receives retained pay		V
14	Is entitled to retained pay for reasons other than service in the Senior Executive Service and rules 21 through 24	entitlement is under 5 U.S. C. 5363(a)(1), 5 U.S.C. 5363(a)(3), or 5 CFR 536.104 (except 5 CFR 536.104(a)(3))	employee occupies the same position	has retained grade	U
15				does not have retained grade	J
16			employee occupies a different position	has retained grade	V
17			does not have retained grade	K	
18		entitlement is under 5 CFR 536.104(a)(3)			3
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Management and Budget in consultation with the Office of Personnel Management				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable (for example, when employee is promoted from a special rate position to a non-special rate position and receives a saved rate under 5 CFR 531.205(a)(3))			4
24		on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
25	Is in an Interim Geographic Area (IGA) or a Law Enforcement Officer (LEO) pay area	Continues to receive an adjusted rate of pay based on top of a nationwide or worldwide special salary rate			M

NOTES:

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.

Chapter 15. Placement in Nonpay or Nonduty Status
(Natures of Action 430, 450, 452, 460, 471, 472, 473, 480, 772, 773)

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Chapter 15. Placement in Nonpay or Nonduty Status

1. Coverage.

This chapter covers furloughs, and extensions of furloughs, placements in leave without pay status and extensions of leave without pay, suspensions, placements of seasonal employees in nonpay and nonduty status at the end of a peak workload period, and sabbaticals for employees in the Senior Executive Service.

It does not cover:

- Changes to service computation dates for leave, when time in a nonpay status exceeds six months during a calendar year. (See Chapter 6 for instructions.)
- An employee using annual or sick leave. No personnel action is required to document use of annual leave or use of sick leave.
- Recording of absence without leave, an absence for which the employee did not receive approval. A Standard Form 50, Notification of Personnel Action is not required to document absence without leave.

2. Definitions.

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

b. Suspension is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for

disciplinary reasons or other reasons pending an inquiry.

c. LWOP (leave without pay) is a temporary nonpay status and nonduty status (or absence from a prescheduled tour duty) granted at the employee's request.

d. LWOP-US is leave of absence to perform duty with the uniformed services.

e. Seasonal employee is one who works on an annual recurring basis and for less than 2,080 hours per year.

f. Sabbatical is 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.

3. Selection of Legal Authority.

a. Meaning of “equivalent to CS Regs.”
For some actions covered by this chapter, the legal authority you place on the action indicates it is being taken under Civil Service laws or regulations, under agency procedures that are similar or equivalent to those required under Civil Service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under “5 U.S.C. 75” (chapter 75 of title 5 of the U.S. Code, “Adverse Actions”), under

agency procedures that are equivalent to 5 U.S.C. 75 (“5 U.S.C. Eq”), or under other procedures. There are some agencies that are not covered by the Civil Service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by Civil Service procedures, or the employee who is the subject of the action is not covered, your agency may have used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or whether the employee who is the subject of the action, is covered by Civil Service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effect the action.*

b. Actions for Which the Agency Must Select the Authority. For some actions covered by this chapter, you will be given a Legal Authority Code and be told to cite the appropriate authority. To document one of these actions, ask the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, that law, Executive Order, or regulation should be cited in the authority block on the Standard Form 50, *along with the legal authority code shown in the table.*

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of conduct reference in the authority block on

the Standard Form 50 *along with the legal authority code shown in the table.*

(3) 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.

(4) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) - (2) above, show in the authority block on the Standard Form 50 “5 U.S.C. 302”, *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 when no other authority is appropriate for the action being processed.)

4. When to Process an Action.

Process a personnel action for:

- Leave without pay of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
- Leave without pay, not described above, that is scheduled for more than 30 days.
- Suspension that is scheduled for one day or more.
- Furlough that is scheduled for one day or more.
- Placement in nonpay status actions for seasonal employees.

Use job aid, **Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status**, when documenting the actions above.

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>—When employee is a 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.)</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>

Job Aid**Effects of Nonpay Status**

This job aid provides information on how nonpay status affects certain personnel actions and benefits. It will also assist you in determining appropriate remarks to place on the Standard Form 50, Notification of Personnel Action.

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)	
Initial Appointment Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.	
Supervisory/Managerial Probationary Period		
Career Tenure	Any nonpay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.	
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.	
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)	
Within-grade Increase General Schedule	Waiting Period for Step	Nonpay Time Allowed
	2-3-4	2 workweeks (80 hours for full-time employee)
	5-6-7	4 workweeks (160 hours for full-time employee)
	8-9-10	6 workweeks (240 hours for full-time employee)
Within-grade Increase Federal Wage System	Waiting Period for Step	Nonpay Time Allowed
	2	1 workweek (40 hours for full-time employee)
	3	3 workweeks (120 hours for full-time employee)
	4 - 5	4 workweeks (160 hours for full-time employees)
<i>Continued on next page</i>		

Job Aid**Effects of Nonpay Status, continued**

Determination	Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)
Federal Employees Group Life Insurance	Coverage continues without cost to the employee for up to 12 months in nonpay status. Coverage is terminated after employee has been in nonpay status for 12 months. (Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months.)
Federal Employees Health Benefits	Unless employee cancels the enrollment, coverage generally continues for up to 365 days in nonpay status, and employee is liable for his or her full share of the premiums for this period. See 5 CFR 890.303 - 890.305 for information about exceptions to the general rule and for additional information.

NOTE: If absence is to perform duty with the uniformed services or because of compensable injury, there is no penalty for the nonpay status — the time is credited for length of service purposes just as though the employee had remained in pay and duty status.

Table 15-A. Documenting Placements in Nonpay/Nonduty Status

<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 Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
1	Leave of absence to perform duty with the uniformed services		473	LWOP-US	Q3K	5 CFR, part 353		
2	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
3		The furlough is more than 30 calendar days and not covered under Rule 2			PNM	Reg. 351.603		
4		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
5		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
6		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
7	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
8		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
9		Is for 30 calendar days (or 22 workdays a year) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
10		Is for 30 calendar days (or 22 workdays a year) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
11		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
12	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. chapter 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
13		Suspension is effected under agency procedures equivalent to those required under 5 U.S.C. chapter 75			VHJ	5 U.S.C. 75 Eq		
14		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)		
15	Suspension that is directed by the Merit Systems Protection Board (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAA	5 U.S.C. 1204		
16		Is for more than 14 calendar days			VAB	5 U.S.C. 1204-MFD (see Note 2 of this table)		
17	Suspension that is taken in the interest of national security (see Note 1 of this table)	Is for 14 calendar days or less			V4J and ZEM	5 U.S.C. 7352 and E.O. 10450		
18		Is for more than 14 calendar days			VAV and ZEM	5 U.S.C. 7532-MFD and E.O. 10450 (see Note 2 of this table)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
19	Suspension that is effected under 5 U.S.C. chapter 75, i.e., under civil service adverse action procedures (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAC	5 U.S.C. 7502	S49	Reason for suspension: (state reason)
20		Is for more than 14 calendar days			VWJ	5 U.S.C. 7512		
21	Suspension that is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C. chapter 75 (see Note 1 of this table)	Is for 14 calendar days or less			VAD and USP	5 U.S.C. 7502 Eq and (cite agency authority for suspension for 1-14 calendar days)		
22		Is for more than 14 calendar days			VAE and USR	5 U.S.C. 7512 Eq and (cite agency authority for suspension for more than 14 calendar days)		
23		Is for 14 calendar days or less			USP	(cite agency authority for suspension for 1-14 calendar days)		
24	Is for more than 14 calendar days	USR			(cite agency authority for suspension for more than 14 calendar days)			

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
25	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
26		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3 of this table)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81
27		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
28	Leave without pay (LWOP)	LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position	460	LWOP NTE (date)	DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
29		LWOP, that is not covered by Rules 25-28, is scheduled to exceed 30 calendar days			DAM	Reg. 630.101		
30	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104		
31						(enter same code as for the LWOP NTE)		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
32	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		
33	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
34	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)

NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."

2. The legal authority suffix "MFD" means more than 14 days."

3. Rule 26 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.

4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.

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Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status

R U L E	A	B	C	D	E
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (see Note 1 of this table)
3	Nature of action code is 430, 450, 452, 460, 471, 472, or 473	Has Federal Employees Group Life Insurance coverage	Has not been in pay status for at least 4 consecutive months since returning from a prior period in nonpay status	B64	FEGLI coverage continues until your time in nonpay status totals 12 months. (Previous time in nonpay status counts toward the 12 months if you did not return to duty for at least 4 consecutive months.)
4		Has Federal Employees Group Life Insurance coverage but is not described in Rule 3		B39	FEGLI coverage continues for up to 12 months in a nonpay status.
5	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Payments should be made to agency, either when you return to duty or during your nonpay status.

Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status, continued

R U L E	A	B	C	D	E
	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
6	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage but is not described in Rule 5	Has not been in pay status for at least 4 consecutive months since returning from a prior period in nonpay status	B65	Unless you cancel your enrollment, your health benefits will continue until your time in nonpay status totals 365 days. (Previous periods in nonpay status count toward the 365 days if you did not return to duty for at least 4 consecutive months.) You are liable for your full share of the premiums for this period. Payments should be made to your agency during your nonpay status or when you return to duty. (see Note 2 of this table.)
7		Has Federal Employees Health Benefits Program coverage but is not described in Rules 5 and 6		B40	Health benefits coverage will continue for up to 365 days in nonpay status unless you cancel your enrollment. You are liable for your full share of the premiums for this period. Payments should be made to your agency during nonpay status or when you return to duty. (see Note 2 of this table.)
8	Nature of action code is 473	Has Federal Employees Health Benefits Program coverage		B66	Health benefits coverage will continue for 18 months unless you elect to cancel coverage. You are liable for the employee share of the premiums for the first 365 days and for 102% of the full subscription charge after 365 days. Payment for coverage after 365 days must be made on a current basis; payment for the first 365 days may be made while you are absent or when you return.

NOTES:

1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation.

Chapter 17. Pay and Step Changes **(Natures of Action 810, 818, 819, 866, 888, 891, 892, 893, 894, 895, and 899)**

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Chapter 17. Pay and Step Changes

1. Coverage.

This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

- Change in Allowance/Differential,
- Administratively Uncontrollable Overtime,
- Availability Pay,
- Locality Payment
- Pay Adjustment,
- Within-grade Increase,
- Quality Step Increase,
- Denial of Within-grade Increase,
- Step Adjustment, and
- Termination of Grade Retention.

If your agency wishes to use a Standard Form 50, Notification of Personnel Action, to document a pay-related action that is not described in this chapter, your agency must develop its own nature of action in the 900 series to use on the Standard Form 50.

2. Definitions.

a. Adjusted basic pay is the sum of an employee's rate of basic pay and any interim geographic adjustment continued rate adjustment, locality-based comparability payment, and/or special pay adjustment for law enforcement officers to which the employee is entitled.

b. Administratively Uncontrollable Overtime (AUO) pay is calculated as an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

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

d. IGA continued rate of pay means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

e. Denial of Within-grade Increase means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.

f. GM Within-grade Increase is an agency-awarded increase in rate of basic 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.

g. Locality payment means a locality-based comparability payment or special pay adjustment for law enforcement officers.

(1) Locality-based comparability payment means a payment under 5 U.S.C. 5304.

(2) Special pay adjustment for law enforcement officer means an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990.

h. Pay Adjustment (as used in this **Guide**)—Any increase or decrease in an employee's rate of basic pay where 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.

i. Pay plan means the pay system or pay schedule under which the employee's rate of basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System

(WL).

j. Pay retention entitlement is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he or she occupies.

k. Performance Management and Recognition System (PMRS) was the pay system established under 5 U.S.C. chapter 54 for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.

l. Quality (Step) Increase (QSI or QI) is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

m. Rate of basic pay means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For example, \$9793 per year; \$6.41 per hour.

n. Retention Allowance is the annual total dollar amount (up to 25 percent of basic pay) paid to an 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)

o. Staffing Differential is the annual total dollar amount (equal to 5 percent of basic pay) paid over and above basic pay to make it easier to hire and to retain employees in selected General Schedule grades and/or occupational groups, when authorized by the Office of Personnel Management. (Public Law 101-509, section 209)

p. Step means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

q. Step Adjustment means a change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay.

r. Supervisory Differential is the annual total dollar amount paid to a General Schedule supervisor who provides direct, technical supervision over the work of one or more civilian employees in other pay plans who receive a higher rate of basic pay than does the supervisor. (5 U.S.C. 5755)

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

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other

pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action.

Usually, personnel actions for pay and step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 6. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a. A copy of the new pay schedule containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b. A computer-printed notice, showing:
 Name of employee;
 Pay System, Grade, Step, and new salary;
 Effective date of new rate;
 Authority for change and date of authority; and
 Social Security Number.

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

(1) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment;
- pay adjustment to implement, change, or discontinue a special rate;
- termination of grade retention at the expiration of the employee's 2-year period of grade retention;
- pay adjustment resulting from the termination of grade retention;
- within-grade increase for which employee became eligible before a period of nonpay status began; and
- within-grade increase for which employee becomes eligible during a period of nonpay status that is creditable for within-grade increase purposes.

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the return to duty personnel

action and enter in the remarks on that action P09—"Pay or step adjusted (date) by (authority)."

b. Employees who have separated to enter on active military duty—prepare the pay adjustment or step change Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

c. Employees who have transferred to international organizations—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark 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."

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 1333 590">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 590 883 663">General Schedule (GS)</td> <td data-bbox="883 590 1333 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 1333 842">Table 17-B</td> </tr> <tr> <td data-bbox="440 842 883 915">Prevailing Rate Systems</td> <td data-bbox="883 842 1333 915">Table 17-C</td> </tr> <tr> <td data-bbox="440 915 883 1010">Other Pay Systems</td> <td data-bbox="883 915 1333 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	<p>Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses.</p> <p>These dates include:</p> <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	<p>Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.</p>
8	<p>Prepare and distribute required notices.</p> <p>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.)</p>
9	<p>>Follow your agency's instructions to distribute documentation of the personnel action.<</p>

Chapter 18. Exceptions to Reduction in Force Release (Nature of Action 755)

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Chapter 18. Exceptions to Reduction in Force Release

1. Coverage.

a. This chapter covers the temporary exception to the order of release from a competitive level in a reduction in force.

An agency will release a competing employee from a competitive level while retaining in that level another competing employee with lower retention standing only as authorized under title 5 Code of Federal Regulation part 351. When it does so, the agency processes an “Exception to RIF Release” for the employee for whom the exception is made.

b. This chapter does not cover:

(1) The reduction in force separation that follows an exception to reduction in force release (see Chapter 31).

(2) The retirement that follows an exception to reduction in force release (see Chapter 30).

(3) Extension of an appointment to meet benefit eligibility when involuntary separation is under non-reduction in force circumstances.

(4) Extension of a temporary appointment (see Chapters 10 or 11, as appropriate).

(5) Leave without pay granted during the period of the exception (see Chapter 15).

2. Documentation.

a. Standard Form 52. Use of the Standard Form 52, Request for Personnel Action, to process this action is optional. Follow your agency’s instructions.

b. Standard Form 50. Use of the Standard Form 50, Notification of Personnel Action, to document this action is optional. Agencies may use the Standard Form 50 or some other method to notify the employee of this action (See Chapter 4, section 6).

c. Official Personnel Folder. Documentation of this action is not authorized for long-term Official Personnel Folder retention. At their option, agencies *may* file documentation of this action among temporary documents on the left side of the Official Personnel Folder. A Standard Form 50 documenting an exception to reduction in force release should not be filed on the right side of the Official Personnel Folder.

d. Central Personnel Data File. These actions should be reported to the Central Personnel Data File.

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Job Aid**Instructions for Processing Personnel Actions on Exceptions to Reduction in Force Release**

STEP	ACTION
1	<p>Use Table 18-A to select nature of action and authority for the exception to reduction in force release. Use them to process the action.</p> <p>If the action being taken is 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 the required remarks on the employee notification of this action. The remark codes are found in Table 18-A. Use Table 18-B to translate codes into actual remarks.</p> <p>Also use any additional remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Determine the effect on health insurance coverage when leave without pay is granted.</p> <p>Follow instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.</p>
4	<p>Enter or update any suspense/reminder system your agency maintains so that you will be notified when the separation action needs to be processed.</p>
5	<p>Follow your agency instructions to handle any documents created in connection with this action.</p>
6	<p>Prepare and distribute required notices.</p> <p>If the employee will be in nonpay status for more than 7 consecutive days, issue a completed Standard Form 8, Notice To Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual records are maintained.</p>

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Table 18-A. Documenting Exceptions to Reduction in Force Release

<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 employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
1	On Sick Leave by permission of the agency		755	Exception to RIF Release	PTR	Reg. 351.608(d)	M91
2	On Annual Leave by permission of the agency	To reach first retirement eligibility (See Note 2 of this table)			PTT	Reg 351.608(e)(1)R	M90
3		To establish eligibility to carry health benefits into retirement			PTS	Reg. 351.608(e)(1)H	
4	On Annual Leave and authorized as a mandatory exception	To reach first retirement eligibility and/or to carry health benefits into retirement (See Note 2 of this table)			PTP	Reg. 351.606(b)	
5	In duty, leave without pay, or leave status for up to 90 days	To continue an activity without undue interruption			PTM	Reg. 351.608(b)	M92
6		To enable the agency to satisfy a Government obligation			PTL	Reg. 351.608(c)	
7		For other reasons			PTK	Reg. 351.608	
8	To satisfy rights following restoration after military service				PTJ	Reg. 351.606(a)	

Table 18-A. Documenting Exceptions to Reduction in Force Release

<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 employee is retained</i>	<i>And the reason is</i>	<i>Then the NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is (See Note 1 of this table)</i>
9	For more than 90 days to avoid undue interruption		755	Exception to RIF Release	PTH	Reg. 351.607	M92
10	In a liquidation situation: employees are released without regard to service date (See Note 3 of this table)				PTG	Reg. 351.605	M93

NOTES:

1. See Table 18-B to translate codes into actual remarks.
2. First retirement eligibility is when the employee becomes eligible for an immediate annuity under optional or discontinued service retirement, whichever occurs first.
3. Liquidation situation exists when an agency will abolish all positions in a competitive area within 90 days.

Table 18-B. Remarks.

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code is</i>	<i>Then Remark is</i>
1	B40	Health benefits coverage will continue for up to 365 days in nonpay status unless you cancel your enrollment. You are liable for your full share of premiums for this period. Payments should be made to your agency during your nonpay status or when you return to duty.
2	M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage).
3	M91	Employee retained on sick leave past RIF separation date of (date).
3	M92	Employee retained past RIF effective date of (date) to (enter reason).
4	M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).

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Chapter 21. Realignment and Mass Transfer (Nature of Action 132 and 790)

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Chapter 21. Realignment and Mass Transfer

1. Coverage.

a. This chapter covers the actions taken to effect an agency realignment and the actions taken by the *gaining* agency to effect a mass transfer. The chapter covers actions for employees whose appointments are temporary as well as those whose appointments are non-temporary.

b. This chapter does *not* cover:

(1) Actions taken by the losing agency in a mass transfer (see Chapter 31);

(2) Actions that change the appointment on which the employee is serving (see instructions for appointments and conversions to appointment in Chapters 9-13);

(3) Movement of employee and employee's position to a new duty station when the move is *not* the result of a transfer of function or an organization change, e.g., when move is a part of a rotation program or the result of the agency moving to a different building in a different city in the same commuting area (see Chapter 23); or

(4) Assignment of a different agency management or budget code to the employee's organization, or changing the name of the organization to which the employee is assigned, when no change in the function or in the employee's position, grade, salary, location, or agency code, occurs. These changes are not reported to the Office of Personnel Management and can be documented with an agency nature of action in the 900-series. (See job aid, **Sample Notice that Name of Organization has Changed**, in this Chapter.)

2. Definitions.

a. A realignment is the movement of an employee and employee's position when:

- an organization change (such as reorganization or transfer of function) occurs,
- the employee stays in the same agency, *and*
- there is no change in the employee's position, grade or pay. (Note: For changes in pay, including locality pay, see Chapter 17.)

Information on transfer of function and reorganization is in 5 CFR part 351, subpart C.

b. A mass transfer is the movement of an employee with employee's position to a different agency when:

- an organization change (such as a transfer of function) takes place, *and*
- 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.)

3. Use of the List Form of Notice.

When a large number of employees are being affected by the realignment or mass transfer, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Standard Form 50s, Notification of Personnel Action. Refer to Chapter 4 of this **Guide** for instructions on preparing the list form.

4. Use of Agency Notices.

Agencies may use any method that meets the conditions in Chapter 4, section 6, to notify employees of realignment actions. This is an additional agency option in lieu of the individual Standard Form 50, Notification of Personnel Action, or the list form of notice.

5. Use of the Standard Form 52.

Although a Standard Form 52, Request for Personnel Action, is needed to process many actions, its use for realignments and mass transfers is not required in all cases. When the Standard Form 50, Notification of Personnel Action, is used to document the realignment or mass transfer and it can be prepared directly from the information in the employee's Official Personnel Folder, your agency's automated personnel system, or directly from an alternative approving document, then a Standard Form 52 is not necessary.

Generally, a Standard Form 52 is used only when a few employees are affected by the realignment or mass transfer, especially when the requesting office is responsible for its preparation. If a list form of notice, or an agency issuance rather than the Standard Form 50, is to be used, an alternative approving document is generally used instead of a Standard Form 52.

When the Standard Form 52 is used, and prepared in the Personnel Office, it is used only as a working document. No requesting official signatures are needed.

6. Office that Issues the Standard Form 50 or List Form.

a. Realignment. When the employing office changes, the gaining office issues the Standard Form 50, list form, or agency issuance.

b. Mass Transfer. The gaining office issues the Standard Form 50 or list form for Mass Transfer. The losing agency issues the Standard Form 50 or list form for Termination—Appt in (agency) as required by Chapter 31.

7. Filing.

Documentation of realignment actions is not authorized for long-term Official Personnel Folder retention. Agencies *may* file realignment documentation among temporary documents on the left side of the Official Personnel Folder at their option. If the agency uses a Standard Form 50 to document the realignment, that form should not be filed on the right side of the Official Personnel Folder.

8. Appointment Authority.

The legal authority used to process a mass transfer is the authority for changing the agency. It does not affect the individual employee's appointment. The legal authority for a mass transfer should *not* be reported to the Central Personnel Data File as the current appointment authority.

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	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. 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.	
	<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	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.	
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	If the employee is a member or former member of the uniformed services who is subject to pay cap reporting procedures, send a copy of the notice to the uniformed pay center. (See Chapter 8, in this Guide , for addresses of the pay centers.)		
8	When the Personnel Office, the Payroll Office, or both change, complete the following additional actions.		
	<i>When the Personnel Office Changes</i>	<i>When the Payroll Office Changes</i>	
	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.	If health benefits coverage continued, following instructions in The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices .	

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

Job Aid

Sample Notice that Name of Organization has Changed

Personnel Action Notification
(Approved SF 50 Exception)

Nature of Action Code and Action: 9XX Chg in Organization Name

Effective Date: 10-02-98

Authority Code and Authority: ZLM/Director's Memorandum of 09-16-98

Effective this date the Advisory Services Division, Office of Workforce Information, is redesignated as the Workforce Records Management Division, Office of Workforce Information.

Type of appointment, position, grade, salary, location code, agency code, and Personnel Office

Identifier of employees who were assigned to the Advisory Services Office remain unchanged.

Robert N. Smith
Personnel Officer
DATE: 10-03-98

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Table 21. Documenting Realignments and Mass Transfers

<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>H</i>
<i>U</i>	<i>If</i>	<i>And employee is</i>	<i>Then</i>	<i>Nature of</i>	<i>Authority</i>	<i>Authority is</i>	<i>Remark</i>	<i>Remark is</i>
<i>L</i>			<i>NOAC</i>	<i>Action is</i>	<i>Code is</i>		<i>Code is</i>	
<i>E</i>			<i>is</i>					
1	The agency changes	Serving on a Senior Executive Service Career Appointment	132	Mass Transfer	V6M	5 U.S.C. 3395 (a)(1)(b)		
2		Serving an appointment not described in Rule 1			ZLM			
3	The agency does not change	Serving on a Promotion NTE (date)	790	Realignment	UNM	(Cite the agency letter, memo, directive, or order that authorized the action.)	M23	Continues 703 Promotion NTE (date).
4		Serving on a Position Change NTE (date)					M24	Continues 741 Psn Change NTE (date).
5		Rules 3 and 4 do not apply						

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Chapter 29. Bonuses and Awards (Natures of Action 815, 816, 825, 872, 873, 874, 875, 876, 877, 878, 879, and 885)

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Chapter 29. Bonuses and Awards

1. Coverage.

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

815/Recruitment Bonus,
816/Relocation Bonus,
825/Separation Incentive,
872/Time Off Award,
873/Foreign Language Award,
874/Gainsharing Award,
875/Suggestion Award,
876/Invention Award,
877/Special Act or Service Award,
878/SES Rank Award,
879/SES Performance Award, and
885/Performance Award.

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

2. Separation Incentive.

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

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

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

3. Senior Executive Service Rank Award.

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

b. Standard Form 50. A Standard Form 50 should be prepared to document a Senior Executive Service Rank Award. A copy of this Standard Form 50 should be filed on the right side of the Official Personnel Folder.

4. All Other Awards and Bonuses.

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

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

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

Recruitment Bonus,
Relocation Bonus,
Time Off Award,
Foreign Language Award,
Gainsharing Award,
Suggestion Award,
Invention Award,

Special Act or Service Award,
Senior Executive Service Performance Award, and
Performance Award.

d. Employee Notification. Agencies must notify employees of awards granted them. To do so, the agency may choose to use the Standard Form 50 or may choose any other method that meets the requirements in Chapter 4 of this **Guide**. As examples, agencies may choose to use earnings statements or award certificates or agency forms to notify employees of awards. Even if an agency uses a Standard Form 50 to notify employees of awards, it may **not file** that Standard Form 50 on the right side of the Official Personnel Folder.

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>	
1	A cash award based on employee's performance rating of record	Employee is in the Senior Executive Service or a Senior Executive Service-type system where awards can be paid consistent with 5 U.S.C. 5384 on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued)	879	SES Performance Award	VWK	5 U.S.C. 5384	
2		Employee is under the General Schedule (i.e., subchapter III of chapter 53, title 5 U.S.C.) on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued).	885		Performance Award	V4R	5 U.S.C. 4505a
3		Employee is not covered by rules 1 and 2 above on the last day of the current performance appraisal period (i.e., on the last day of the period for which the rating of record was issued). (for example, Federal Wage System and Senior Level employees).				Q4M	5 CFR 451.104(a)
4		Employee is an Air Force Institute of Technology (AFIT) civilian faculty member.				ZLM	10 U.S.C. 9314
5	A cash award for an adopted suggestion	It is awarded by the employing agency	875	Suggestion Award		V3G	5 U.S.C. 4503
6		It was awarded by the President			V4G	5 U.S.C. 4504	

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>		
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>		
7	A cash award for an invention	It is awarded by the employing agency	876	Invention Award	V3G	5 U.S.C. 4503		
8		It is awarded by the President			V4G	5 U.S.C. 4504		
9	A cash award for a special act or service	It is awarded by the employing agency	877	Special Act or Service Award	V3G	5 U.S.C. 4503		
10		It is awarded by the President			V4G	5 U.S.C. 4504		
11	An on-the-spot cash award				V3F	5 U.S.C. 4503-OTS		
12	Senior Executive Service Rank Award for Meritorious Executive				878	SES Rank Award	V7G	5 U.S.C. 4507(e)(1)
13	Senior Executive Service Award for Distinguished Executive						V8G	5 U.S.C. 4507(e)(2)
14	Granted under an agency productivity gainsharing program				874	Gainsharing Award	V3G	5 U.S.C. 4503
15	To document a time off award				872	Time Off Award	V3E	5 U.S.C. 4502(e)

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
16	To a law enforcement officer for possession of a substantial use of foreign language skills in his or her job		873	Foreign Language Award	V4S	5 U.S.C. 4523
17	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
18	A relocation bonus not described in Rule 19		816	Relocation Bonus		
19	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay				ZTY	P.L. 101-509, Sec. 407
20	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	5 U.S.C. 5597
21		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
22		Not Rule 20 or 21			ZAA	(Enter Agency Authority) (See Note 2)

NOTES:

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

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