

U.S. OFFICE OF PERSONNEL MANAGEMENT

OPERATING MANUAL UPDATE

Washington, DC 20415

February 26, 1999

The Guide to Processing Personnel Actions

Update 30

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
ix and x	Update 29	ix and x	Adds references to new subchapters in Chapter 30.
3-23 through 3-26	Update 13	3-23 and 3-24	Deletes instructions on the Federal Health Benefits Program and the Federal Employees' Group Life Insurance Program. Refer to the appropriate Office of Personnel Management operating manual for instructions on these programs.
4-43 and 4-44	Update 30	4-43 and 4-44	Eliminates option to use code "N" when documenting veterans' status.
7-3 and 7-4	Update 28	7-3 and 7-4	Corrects a typographical error.
8-1 through 8-14	Various	8-1 through 8-20	Reissues entire chapter, making various format changes.
9-1 through 9-8	Update 25	9-1 through 9-8	Makes various format and editorial changes.

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Distribution: The Guide to Processing Personnel Actions

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

The Guide to Processing Personnel Actions (2)

Summary of Changes -- continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-21 through 9-28	Various	9-21 through 9-28	Redefines codes for appointments based on service with the General Accounting Office and the Administrative Offices of the Courts. Makes various editorial changes.
10-1 through 10-12	Various	10-1 through 10-12	Makes various editorial changes.
10-13 through 10-22	Various	10-13 through 10-22	Eliminates rules for nonpermanent appointments from civil service registers maintained under other than delegated examining authority. Redefines code for appointments based on service with the General Accounting Office. Eliminates rules describing the obsolete "700 hour" appointment. Makes various editorial changes.
10-23 through 10-26	Update 22	10-23 through 10-26	Redefines codes for appointments based on service with the General Accounting Office and the Administrative Offices of the Courts. Makes various editorial changes.
10-27 through 10-32	Various	10-27 through 10-32	Eliminates rules for nonpermanent appointments from civil service registers maintained under other than delegated examining authority. Deletes rules for appointments under the obsolete Ramspeck Act and the recently abolished authorization for appointments outside the register. Adds authority for the temporary employment of certain groups. Redefines codes for appointments based on service with the General Accounting Office and the Administrative Offices of the Courts. Makes various editorial changes.

The Guide to Processing Personnel Actions (3)

Summary of Changes -- continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-37 through 10-40	Update 22	10-37 through 10-40	Eliminates rules for emergency appointments from civil service registers maintained under other than delegated examining authority.
10-47 through 10-56	Various	10-47 through 10-56	Eliminates rule for appointments limited to 700 hours. Makes various format changes.
13-1 and 13-2	Update 27	13-1 and 13-2	Deletes reference table.
14-3 through 14-12	Various	14-3 through 14-12	Makes various format changes.
14-25 through 14-30	Various	14-25 through 14-30	Corrects typographical error in Table 14-G
14-37 through 14-42	Update 22	14-37 through 14-42	Corrects typographical errors in Table 14-I and makes various format changes.
16-1 through 16-10	Various	16-1 through 16-10	Reissues entire chapter making various format changes.
22-1 through 22-10	Update 19	22-1 through 22-8	Reissues entire chapter making various format changes. Changes remarks "B67" and "B68" to delete restriction to assign insurance.
24-9 and 24-10	Update 28	24-9 and 24-10	Changes remark "B45."
28-7 and 28-8	Update 28	28-7 and 28-8	Changes definition for legal authority code "ZSM."
30-1 through 30-26	Various	30-1 through 30-20	Reissues entire chapter making various format changes.
34-1 and 34-2	Update 25	34-1 and 34-2	Updates references.
34-9 and 34-10		34-9 and 34-10	
34-13 and 34-14		34-13 and 34-14	

Chapter 30. Retirements

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

(agency letterhead)

TRANSCRIPT OF SERVICE

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

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

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

/S/

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

(Type the following statement:)

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

Page 3-24 is blank.

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>***</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 >appointed to your agency< 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</p> <p>>7 = Team 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.

Chapter 7. Documenting Veterans' Preference

Subchapter 1. General Instructions

1-1. Coverage.

a. This chapter covers:

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

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

b. This chapter does not cover:

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

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

1-2. Legal Basis for Preference.

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

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

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

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

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

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

(1) A temporary employee was appointed on 9/30/97 and at that time was ineligible for veterans preference for examination and appointment. Block 23 shows, "None," to reflect that veterans' preference was not granted during the examining process. However, that same employee was selected for a career-conditional appointment on 5/9/98 and provided evidence of active duty, for other than training, from 11/6/90 through 2/25/91. Thus, effective with the conversion to career-conditional appointment, the veterans' preference is recorded as tentative preference (TP). That tentative preference remains recorded on the Standard Form 50.

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

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

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

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

Chapter 8. Processing Actions for Civilian Retirees and for Members and Former Members of the Uniformed Services

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Chapter 8. Processing Actions for Civilian Retirees and for Members and Former Members of the Uniformed Services

1. Coverage.

a. This chapter explains the procedures that must be followed when the appointee or employee is receiving retired, retirement or retainer pay from a uniformed service or a civilian annuity. These instructions supplement those in Chapters 9 through 13 that explain how to process appointment actions and those in Chapters 14 through 29 that explain how to process change actions. Use the chapter that covers the person's type of appointment or change action to select the nature of action and authority. Select remarks from that chapter and from this one, as well. When an employee will be rehired immediately after retirement, do not process a conversion to the new appointment. Follow instructions in Chapter 30 to process the retirement action. Then follow instructions in this chapter, and in 9 through 13 as appropriate, to process the subsequent appointment action.

b. The instructions in this chapter do not apply to a person who is a member of a reserve component and who is not receiving retired pay at the time of appointment in your agency. When an employee who is already on the rolls of your agency begins to receive retired pay, process an 800/Chg in Data Element Action to change the person's annuitant indicator code in block 28 of the Standard Form 50, Notification of Personnel

Action; follow the instructions in Chapter 28 to process the action.

2. Definitions.

a. **Annuity** is the annual sum payable to a former employee who has retired.

b. **Annuitant** (as used in this **Guide**) is a person who receives an annuity. (Note that an individual who applied for a Minimum Retirement Age (MRA) plus 10 or an early deferred annuity under the Federal Employees Retirement System (FERS) and who deferred the commencing date of annuity is not an annuitant. Therefore, an individual who is reemployed before the annuity begins is considered a regular employee and not an annuitant.)

c. **Civilian position** means a civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

d. Civilian retiree is a person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (OASDI/FICA) is not a retirement system for purposes of this definition. Civil Service retirees are retirees under the Civil Service Retirement System (CSRS). FERS retirees are those who retired under the Federal Employees Retirement System.

e. Fleet Reserves consist solely of enlisted members of the Navy and Marine Corps with less than 30 years of service at the time of transfer from active duty to the Navy Fleet Reserve or the Marine Corps Fleet Reserve.

f. Intermittent employment means employment on less than a full-time basis with no prescheduled regular tour of duty.

g. A member means a person appointed or enlisted in, or drafted into, a uniformed service.

h. Part-time employment means employment on less than a full-time basis under a prescheduled regular tour of duty.

i. Pay cap is the ceiling or limitation placed by 5 U.S.C. 5532(c) on the retired or retainer pay of an employee who retired from a uniformed service on or after 01-11-79. Section 5532(c) requires a reduction in the person's retired or retainer pay if the combination of retired or retainer pay and basic pay of the civilian position exceeds

Level V of the Executive Schedule.

j. Retainer pay is the pay received by members who transfer to the Navy or Marine Fleet Reserve. It is payable in part for services previously performed and in part for current services in that a member is in readiness to render service when called.

k. Retired pay is the pay entitlement to a member based on the conditions of the retirement law, pay grade, years of service for basic pay, and percentage of disability.

l. Uniformed services means the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or the National Oceanic and Atmospheric Administration (previously called the Environmental Science Services Administration, Coast and Geodetic Survey).

3. Special Procedures Required When a Civilian Retiree is Appointed in Your Agency.

a. Determine effect of appointment on annuity. (1) If individual retired under the Civil Service Retirement System or the Federal Employees Retirement System, follow instructions in Chapter 100 of **The CSRS and FERS Handbook for Personnel and Payroll Offices** to determine if retiree's annuity will stop or will continue. If the individual retired under another retirement system, check the regulations governing that system, or contact the agency that administers it. Notify retiree of your determination.

(2) When the annuity of a civilian retiree will continue, the employee will be a reemployed annuitant. Unless the Office of Personnel Management, or your agency, has approved a waiver under 5 CFR, part 553, your agency must reduce the salary of a reemployed annuitant by the amount of the annuity.

In these cases, block 20 of the Standard Form 50, Notification of Personnel Action, shows the *unreduced* salary (the salary for the grade and step in which the employee is serving), and the reduction is explained in the Standard Form 50 remarks (see paragraph e). When a 5 CFR, part 553, waiver has been approved, it is noted with a unique annuitant indicator in block 28 (see paragraph e).

(3) Sometimes you will have to prepare the appointment Standard Form 50 before you are able to find out how much annuity the retiree is receiving. When this happens, ask the retiree for a copy of the most recent annuity statement or notice of annuity check adjustment to determine the amount by which the salary should be reduced. When the agency paying the annuity advises you of the amount, compare it with the annuity figure shown on the Standard Form 50. If the figures differ, prepare a correction following the instructions in Chapter 32. Your payroll office will make the appropriate reduction in the employee's pay.

b. Decide if appointee needs a medical examination. When placing an employee in a position with specific medical standards or physical requirements, or where operation of

a motor vehicle may be required, follow your agency's instructions for obtaining medical information. Give the appointee any forms that are required and ask him or her to complete them or to have them completed.

c. Decide if appointee is eligible for life insurance coverage. Check the **Federal Employees' Group Life Insurance - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** to find out how the retiree's life insurance coverage is affected. If coverage as a retiree is terminated and the individual is eligible for coverage as an employee, follow instructions in the **Handbook**. Record the appointee's coverage in block 27 of the Standard Form 52, Request for Personnel Action.

d. Decide if appointee is eligible for health benefits coverage. Check the **Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices** to decide what action is necessary to enroll the appointee in a health benefits plan or to continue the enrollment he or she had as a retiree.

e. Document the appointment. (1) Use Table 8-A to select the remarks to document the action.

(2) Use Table 8-B to identify the appointee's annuitant status and enter the annuitant status code and title in block 28 of the Standard Form 52.

f. Send required notices. Follow the instructions in Table 8-C to determine the notices required when a civilian retiree is appointed or converted to a new appointment and send the notices required.

4. Special Procedures Required When a Member or Former Member of the Uniformed Services is Appointed.

a. Determine if appointee/employee receives retired or retainer pay. (1) You should be able to tell whether an appointee is receiving uniformed service retired or retainer pay from the Declaration for Federal Employment (Optional Form 306), or other forms submitted by the employee.

(2) If an appointee is currently employed by the Federal Government, ask the losing agency to indicate on the Standard Form 75, Request for Preliminary Employment Data, whether the appointee is a retired officer or enlisted person. If so, ask the losing agency to provide the retirement data listed in the job aid, **Completing Remark M08**.

b. Document the action. (1) Use Table 8-B to identify the appointee's annuitant status and enter the annuitant status code and title in block 28 of the Standard Form 52.

(2) Use Table 8-A to identify the remarks that are required on appointments of uniformed services retirees. The entries for remark M08 are explained in the job aid, **Completing Remark M08**.

c. Notify the uniformed service finance center of the appointment/conversion to appointment. (1) Because the finance centers are responsible for administering the dual pay statute, agencies must immediately

notify the appropriate finance center when a member or former member who receives retired or retainer pay is appointed. Use Table 8-D to identify the center to which the notice should be sent.

(2) Send a clear and legible copy of the Standard Form 50, Notification of Personnel Action, and of the official approval of any exception to 5 U.S.C. 5532 (if applicable), to the appropriate uniformed service finance center.

(3) Circle in red remark M08 so that the finance center personnel can readily identify the information they need. Enter in the remarks section of that copy of the Standard Form 50 the complete address (including ZIP-code) and commercial telephone number of the employee's servicing personnel office. The address and telephone number should be typed, stamped, or printed clearly. The finance center will advise you if the appointee is subject to the pay cap reporting procedures.

d. Additional notices to the finance center. (1) Part-time and intermittent hours worked each pay period. For each retired officer and each retiree whose retirement was not based on war- or combat-incurred disability *and* whose total earnings are within \$2000 of the pay cap, notify your payroll office of the need to report to the retiree's finance center, *each pay period*, the number of days/hours for which the retiree was paid; addresses to which reports should be sent are in Table 8-D. To determine total earnings, ask retiree for the total annual military retirement annuity (amount to which entitled before the deductions are made for taxes, etc.), and add to that the per annum salary

for the grade and step at which the retiree is being appointed. The pay cap is the salary for Level V of the Executive Schedule — \$110,700 as of 1/1/99. If a retiree's total earnings are \$108,700 or more, pay period reports of earnings are required. If total earnings are less than \$108,700, and retiree is not an officer, these reports are not required. Pay period reports for officer retirees are required by the finance centers,

regardless of the retiree's earnings.

(2) Notices of subsequent actions. If the finance center notifies you that the retiree is subject to the pay cap reporting procedures, or if the retiree is a regular retired officer, use Table 8-E to determine the personnel actions that must be reported to the finance center.

Page 8-8 is blank.

Job Aid

Completing Remark M08

Purpose

The information provided in remark M08 is used by the uniformed services finance centers to determine adjustments that must be made in the retiree's retired or retainer pay.

The following instructions are given to assist you in completing remark M08.

Four sections

Remark M08 has four sections:

- Uniformed Service;
- Retirement date;
- Applicability of the dual pay statute; and
- Transfer to Fleet Reserve.

All four sections of remark M08 must be completed and are represented as follows:

Uniformed Service/Retirement Date/Dual Pay Statute/Fleet Reserves.

Uniformed Service

Uniformed Service is the one from which the appointee retired or receives retainer pay. Use these abbreviations to indicate the service:

A for Army,
N for Navy,
AF for Air Force,
MC for Marine Corps,
CG for Coast Guard,
NOAA for National Oceanic and Atmospheric Administration (or
Coast and Geodetic Survey, Environmental Science Service
Administration), and
PH for Public Health Service.

Continued on next page

Job Aid**Completing Remark M08, continued**

Retirement date

This space is completed with either a date or the word, “none.” If the member is receiving retainer pay, enter *none*; otherwise, enter the retirement date.

The retirement date is shown on the retirement orders and is the date a member is placed on the retired list. This is the effective date of entitlement to retired pay. Acceptable evidence of effective date of retirement is:

- a copy of the retirement order that places a member on the retired list;
- an order that places a member on the temporary or permanent disability retired list (TDRL/PDRL).

Show the date in six numerals in month-day-year sequence, e.g., 02-10-64.

If a date is shown here, enter *none* in the fourth space of the remark, Fleet Reserves.

Dual pay statute

The dual pay statute (5 U.S.C. 5532) has two provisions for reduction in retired or retainer pay of members or former members of the uniformed services who are employed in civilian positions:

- 5 U.S.C. 5532(b) provides for a reduction in the retired pay of a regular officer; and
 - 5 U.S.C. 5532(c) (effective 1/11/79), which applies to *all* members and former members of uniformed services, provides for a reduction in their retired or retainer pay whenever the combination of retired or retainer pay and basic pay of the retiree's civilian position exceeds Level V of the Executive Schedule.
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Continued on next page

Job Aid

Completing Remark M08, continued

Dual pay statute, continued

These reductions are made by the uniformed service finance center and the “5 U.S.C. exception” entry on the Standard Form 50 is what the finance center uses to determine if the retiree is excepted from (that is, not subject to) one of these reductions.

<i>If</i>	<i>Then Show the Following in Remark M08</i>
The appointee has <i>not</i> been excepted,	“NOT 5 U.S.C. 5532.”
The Office of Personnel Management or your agency has approved a waiver of one of these two reductions under 5 CFR, part 553,	“5 U.S.C. 5532(b)” or “5 U.S.C. 5532(c),” as appropriate, to indicate the provision that has been waived.
The Office of Personnel Management or your agency has approved a waiver of both provisions,	“5 U.S.C. 5532(g).”

Date of transfer to Fleet Reserves

This entry applies only to the Navy and Marine Corps.

Show date of transfer to the Navy Fleet Reserve or to the Marine Fleet Reserve in month-day-year sequence. However, if the appointee is receiving retired pay, enter *none* in this part of Remark M08 because the date of retirement is already shown.

Acceptable evidence of date of transfer is a copy of the order (Fleet Reserve Transfer Authorization) that transfers a member to the Navy or Marine Fleet Reserve. First receipt of retainer pay is the day following the effective date of transfer to the Fleet Reserve.

Continued on next page

Job Aid**Completing Remark M08, continued**

Examples

The following sample entries illustrate how the information is shown in Remark M08.

A/01-15-96/Not 5 U.S.C. 5532/none

The employee separated from the U.S. Army (**A**); is entitled to receive retired pay (**date of retirement was 01-15-96**); is subject to the pay reductions of the dual pay statute (**Not 5 U.S.C. 5532**); and did not transfer to the Fleet Reserves (**none**).

PH/12-10-98/5 U.S.C. 5532(g)/none

The employee separated from the Public Health Service (**PH**); is entitled to receive retired pay (**date of retirement was 12-10-98**); the Office of Personnel Management or the agency approved waiver of both pay reductions (**5 U.S.C. 5532(g)**); and did not transfer to the Fleet Reserves (**none**).

N/none/Not 5 U.S.C. 5532/05-01-97)

The employee separated from the U.S. Navy (**N**); is not entitled to retired pay at the time of appointment (**none**); is subject to the pay reductions of the dual pay statute (**Not 5 U.S.C. 5532**); and transferred to the Fleet Reserves (**date of transfer was 05-01-97**).

Table 8-A. Remarks Needed on Actions for Civilian Retirees and on Actions for Members and Former Members of the Uniformed Services (Use as many remarks as are applicable)				
R U L E	A	B	C	D
	<i>If Employee</i>	<i>And</i>	<i>Then Code for Remark is</i>	<i>And Required Remark is</i>
1	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
2		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
3			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (see Note 1 of this table)
4			P10	Annuity at present is \$ pa. (see Note 2 of this table)
5	Is a uniformed services retiree		M08	Uniformed services retirement data: (uniformed service)/(retirement date)/(5 U.S.C. 5532 exception)/(date of transfer to the Fleet Reserve)
6	Is a veteran who is being appointed to a Senior Executive Service position		E23	Veterans' preference is not applicable to the Senior Executive Service.

NOTES:

1. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
2. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

Page 8-14 is blank.

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

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

Table 8-C. Notice Required for Appointment of a Civilian Retiree

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

Table 8-D. When Notice to Uniformed Service Pay Center is Required

Status of Employee	When Notice is Required			
	Accession Action	Action Changes Employee's Pay	Change in exception under 5 U.S.C. 5532	Separation Action
Officer subject to pay cap	yes	yes (see Note below)	yes	yes
Officer not subject to pay cap	yes	yes	yes	yes
Non-officer subject to pay cap	yes	yes (see Note below)	yes	yes
Non-officer not subject to pay cap	yes	no	Not Applicable	yes

NOTE: When finance center notifies you that an employee who is a reservist has retired and will be subject to the pay cap reporting procedures, begin submitting documents recording pay changes which are effective on/after date of notice.

Table 8-E. Uniformed Service Finance Centers

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Branch of Service is</i>	<i>Then the Finance Center Address is</i>
1	Army, Air Force, Navy, or Marine Corps	Defense Finance and Accounting Office FCE Department Cleveland Center (DFAS-CL/RO) PO Box 99191 Cleveland, OH 44199-1126
2	Coast Guard	Commanding Officer (RAS) U.S. Coast Guard Human Resource Services and Information Center
3	National Oceanic and Atmospheric Administration	444 SE Quincy Street Topeka, KS 66683-3591
4	Public Health Service	Compensation Branch U.S. Public Health Service Parklawn Building 5600 Fishers Lane Rockville, MD 20857

Page 8-20 is blank.

Chapter 9. Career and Career-Conditional Appointments (Natures of Action 100, 101, 130, 140, 141, 500, 501, 540, 541)

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Page 9-2 is blank.

Chapter 9. Career and Career-Conditional Appointments

1. Coverage.

This chapter covers permanent appointments in the competitive service by:

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

2. Special Conditions.

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

- a. **Person is retired.** When the person being appointed is retired from Federal

civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, follow the instructions in Chapter 8, in addition to instructions in this chapter.

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

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

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

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

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

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

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

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

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

Job Aid

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

STEP	ACTION	
7	Prepare and distribute required notices:	
	If	Then

	Employee is coming from another agency with no break in service (or with a break of 3 calendar days or less)	<p>Make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the “losing” agency, requesting that employee’s Official Personnel Folder and Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the “pick-up 50”) to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an *** electronic Standard Form 50 or Standard Form 52 signature system, >approved by the Office of Personnel Management< use a letter to request the Official Personnel Folder. The request must be signed by the appointing official, and contain the information in blocks 1-5 and 15-22 of the Standard Form 52.</p>
Employee is a member of the uniformed services who is receiving retired or retainer pay	<p>Make another copy of the Standard Form 50 and send it to the uniformed service pay center.</p> <p>(See Chapter 8 in this Guide for instructions and for addresses of the pay centers.)</p>	
8	>Follow your agency’s instructions for distributing the copies of the Standard Form 50.<	

Pages 9-7 and 9-8 are blank.

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System

<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 Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
1	Service with the Federal Aviation Administration	Is moving from the other merit system without a break in service after completing at least 1 year of continuous service.	Career	100	Career Appt	BNK	CS Rule 6.7--FAA Agr
2			Career-Conditional	101	Career-Cond Appt		
3	Service under the Canal Zone Merit System or the Panama Canal Employment System under a CZ or a CA career or career-conditional appointment	Is not >employed by your agency<	Career	100	Career Appt	K1M	Reg. 315.601
4			Career-Conditional	101	Career-Cond Appt		
5		Is already >employed by your agency<	Career	100	Career Appt		
6			Career-Conditional	101	Career-Cond Appt		
7	Service with the Nuclear Regulatory Commission (NRC)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BKM	CS Rule 6.7--NRC Agr
8			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
9	Service with the Tennessee Valley Authority (TVA)	Is moving from the other merit system without a break in service or is being reappointed within one year following involuntary separation without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	100	Career Appt	BBM	CS Rule 6.7-TVA Agr
10			Career-Conditional	101	Career-Cond Appt		
11		Is being converted to another appointment in your agency within one year following involuntary separation from the TVA without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt		
12			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7-VA Agr
14			Career-Conditional	101	Career-Cond Appt		
15		Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt		
16			Career-Conditional	501	Conv to Career-Cond Appt		
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt		
18			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr
20			Career-Conditional	501	Conv to Career-Cond Appt		
21	Service under the Department of Defense Civilian Intelligence Personnel Management System (CIPMS)	Is moving from the CIPMS without a break in service to an appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7—CIPMS Agr
22			Career-Conditional	101	Career-Cond Appt		
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the CIPMS without personal cause (see Note 2 of this table)	Career	500	Conv to Career Appt		
24			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
25	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the General Accounting Office	Is not >employed by your agency<	Career	100	Career Appt	ZQM	>31 U.S.C. 732(g)<
26			Career-Conditional	101	Career-Cond Appt		
27		Is already >employed by your agency<	Career	500	Conv to Career Appt		
28			Career-Conditional	501	Conv to Career-Cond Appt		
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not >employed by your agency<	Career	100	Career Appt	ZTU	>28 U.S.C. 602<
30			Career-Conditional	101	Career-Cond Appt		
31		Is already >employed by your agency<	Career	500	Conv to Career Appt		
32			Career-Conditional	501	Conv to Career-Cond Appt		
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr
34			Career-Conditional	101	Career-Cond Appt		

Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7—DoD/ NAF Agr
36			Career-Conditional	501	Conv to Career-Cond Appt		
37	Service in a nonappropriated fund instrumentality (NAFI) of the Coast Guard	Is moving from a Coast Guard NAFI without a break in service or is being reappointed within one year following involuntary separation from a Coast Guard NAFI without personal cause	Career	100	Career Appt	BNP	CS Rule 6.7—CG/ NAF Agr
38			Career-Conditional	101	Career-Cond Appt		
39		Is being converted to another appointment in the Coast Guard or being converted in another agency within one year following involuntary separation from a Coast Guard NAFI without personal cause	Career	500	Conv to Career Appt		
40			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

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

2. Rules 23 and 24 will apply when a former Civilian Intelligence Personnel Management System (CIPMS) employee is employed in your agency after an involuntary separation without personal cause from CIPMS and then is converted to career or career-conditional appointment within one year of the CIPMS separation.

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

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Chapter 10. Nonstatus Appointments in the Competitive Service

1. Coverage.

This chapter covers all competitive service appointments that are time-limited or nonpermanent and from which employees do not acquire competitive status.

2. Definitions.

a. Appointment Not To Exceed includes temporary or limited appointments made for periods up to one year or less.

b. Provisional Appointment is a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment *and* has current authority for such conversion.

c. Temporary Appointment Pending Establishment of a Register (sometimes referred to as “TAPER” appointment) is a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected.

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

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

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

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

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

3. Special Conditions.

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

a. Retired persons. When the person being appointed is retired from Federal civilian service or is a member or former member of the uniformed services who is receiving retired or retainer pay, you must follow the instructions in Chapter 8 as well as those in this chapter.

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

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

or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

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

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

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

STEP	ACTION																
1	<p>Use instructions in Chapter 4, to complete the Standard Form 52, Request for Personnel Action.</p> <p>For actions involving persons already on the rolls of your agency, compare data on Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>																
2	<p>Select the nature of action and authority from the tables listed below.</p> <table border="1" data-bbox="316 804 1427 1192"> <thead> <tr> <th data-bbox="316 804 846 858"><i>For</i></th> <th data-bbox="846 804 1427 858"><i>Use</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="316 858 846 913">Temporary Appointments</td> <td data-bbox="846 858 1427 913">Table 10-B</td> </tr> <tr> <td data-bbox="316 913 846 947">Provisional Appointments</td> <td data-bbox="846 913 1427 947">Table 10-C</td> </tr> <tr> <td data-bbox="316 947 846 1014">Temporary Appointments Pending the Establishment of a Register</td> <td data-bbox="846 947 1427 1014">Table 10-D</td> </tr> <tr> <td data-bbox="316 1014 846 1050">Term Appointments</td> <td data-bbox="846 1014 1427 1050">Table 10-E</td> </tr> <tr> <td data-bbox="316 1050 846 1083">Status Quo Appointments</td> <td data-bbox="846 1050 1427 1083">Table 10-F</td> </tr> <tr> <td data-bbox="316 1083 846 1117">Emergency Appointments</td> <td data-bbox="846 1083 1427 1117">Table 10-G</td> </tr> <tr> <td data-bbox="316 1117 846 1192">Overseas Limited Appointments</td> <td data-bbox="846 1117 1427 1192">Table 10-H</td> </tr> </tbody> </table>	<i>For</i>	<i>Use</i>	Temporary Appointments	Table 10-B	Provisional Appointments	Table 10-C	Temporary Appointments Pending the Establishment of a Register	Table 10-D	Term Appointments	Table 10-E	Status Quo Appointments	Table 10-F	Emergency Appointments	Table 10-G	Overseas Limited Appointments	Table 10-H
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Emergency Appointments	Table 10-G																
Overseas Limited Appointments	Table 10-H																
3	<p>Use Table 10-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>																
4	***																
5	<p>Follow your agency's instructions to obtain an approval signature in Part C, block 2, of the Standard Form 52.</p>																
6	<p>Record the action and enter or update suspense/reminder dates in your service record system and in any other tickler system your agency maintains. Examples of such dates include:</p> <ul style="list-style-type: none"> — not-to-exceed date for appointment — ending date for trial period 																
<i>Continued on next page</i>																	

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

STEP	ACTION	
7	Check The Guide to Personnel Recordkeeping to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
8	Prepare and distribute required notices:	
	<i>IF...</i>	<i>THEN...</i>
	the person is being converted to a new appointment and will be serviced by a new payroll office	give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records are maintained.
employee is coming from another agency with no break in service (or with a break of three calendar days or less)	<p>make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the "losing" agency, requesting that employee's Official Personnel Folder and leave record (Standard Form 1150) be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the "pick-up 50") to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52 instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an electronic Standard Form 52 or Standard Form 52 signature system (approved by the Office of Personnel Management), use a letter to request the Official Personnel Folder. The request must be signed by the appointing official, and contain the information blocks 1-5 and 15-22 of the Standard Form 52.</p>	

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

STEP	ACTION	
8	Prepare and distribute required notices, continued:	
	<i>IF...</i>	<i>THEN...</i>
	employee is a member or former member of the uniformed services who is receiving retired or retainer pay	make another copy of the Standard Form 50 and send it to the uniformed service pay center. (See Chapter 8 in this Guide for instructions and addresses of the pay centers.)
9	Follow your agency instructions to distribute the Standard Form 50 copies.	

Pages 10-8 through 10-12 are blank.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
1	***	***		***	***	***	***
2		***		***	***	***	***
3	Based on selection from a certificate issued from a civil service register maintained >under< delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management			115	Appt NTE (date)	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __
4				515	Conv to Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM	Direct Hire Authority (Cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>	
7	Based on agency's authority to make temporary appointments by selection from a register or outside a register in accordance with procedures in 5 CFR part 333	Is not an employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)	
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appte NTE (date)	M6M		Reg. 316.402(b)(1)
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>	
11	Based on >person's< eligibility for career or career-conditional appointment under 5 CFR 315.601, 315.605, 315.606, 315.607, or 315.609	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)(2)	
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK		E.O. 12721
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			

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

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

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
21	***	***		***	***	***	***
22		***		***	***		
23	Based on Postal Career service or Postal Rate Commission service	Is not an employee of your agency		115	Appt NTE (date)	V8L	39 U.S.C. 1006
24		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
25	Based on service with the General Accounting Office	Is not an employee of your agency		115	Appt NTE (date)	ZQM	>31 U.S.C. 732(g)<
26		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
27	Based on service with the Administrative Office of the U.S. Courts	Is not an employee of your agency		115	Appt NTE (date)	ZTU	>28 U.S.C. 602<
28		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
29	***	***	***	***	***	***	***
30			***	***	***		
31	Under delegated authority to fill a position based on special needs that cannot be met through some existing authority	Is an agency employee's relative who is being hired for a period not to exceed one month to meet urgent needs resulting from an emergency posing immediate threat to life or property or from a national emergency	Is not an employee of your agency	115	Appt NTE (date)	KLM	Reg. 310.202

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>	
32	To a scientific or professional position established under 5 U.S.C. 3104	Is not an employee of your agency		115	Appt NTE (date)	VJM	5 U.S.C. 3325	
33		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
34	To retain an individual in a noncontinuing position taken over by Federal government from public or private enterprise	Is not an employee of your agency		115	Appt NTE (date)	NJM	Reg. 316.701	
35	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service							ZTM
36	Based on service as an Administrative Law Judge		Is receiving an annuity under the Civil Service Retirement System					Is not already an employee of your agency
37			Is already employed in your agency			515	Conv to Appt NTE (date)	

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
38	Retention of an employee who is serving in an excepted service position on an appointment limited to one year or less when that position is brought into the competitive service	Is already employed in your agency		515	Conv to Appt NTE (date)	NMM	Reg. 316.702
39	Based on restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.		115	Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)
40	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note >4< of this table)			115	Appt NTE (date)	ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 3 of this table)</i>
41	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
42		Is already employed in your agency		515	Conv to Appt NTE (date)		
43	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.707
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	Being extended to allow the employee to remain >employed in your agency< in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

NOTES:

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment "PNR: Reg. 351.603 (A-76)." "ZLM: Other Citation (Law, E.O., or Reg.)" may be cited in addition to any other authority or authorities required by this table.***
3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), "ABL: Bicultural/Bilingual Selective Factors."
4. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.

Table 10-C. Provisional Appointment NTE (date)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then the Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note below)</i>
1	Temporary to a continuing position when the agency intends to later convert the employee to a nontemporary appointment and has current authority for such conversion	Is not an employee of your agency	190	Provisional Appt NTE (date)	(Cite code that identifies the authority)	(Cite appropriate authority)
2		Is already employed in your agency	590	Conv to Provisional Appt NTE (date)		

NOTE: Authorities that may be used to make provisional appointments in the competitive service are shown in Table 10-B.

Table 10-D. Temporary Appointment Pending Establishment of a Register

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes >1&2< of this table)</i>
1	Under a general Office of Personnel Management recruiting authority in the absence of eligibles for a Worker-Trainee Program position	Is not an employee of your agency	112	Temp Appt-PER	MBM	Reg. 316.201(b)
2		Is already employed by your agency	512	Conv to Temp Appt-PER		
3	Under a general OPM recruiting authority in the absence of eligibles for a position not described in Rules 1 and 2 that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM	Reg. 316.201
4		Is already employed by your agency	512	Conv to Temp Appt-PER		
5	Under a specific recruiting authority in the absence of eligibles for a position that will last more than one year	Is not an employee of your agency	112	Temp Appt-PER	MAM and AYM	Reg. 316.201 and Direct-Hire Authority (Cite OPM authority, and date)
6		Is already employed by your agency	512	Conv to Temp Appt-PER		
7	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	112	Temp Appt-PER	ZTM	P.L. 99-586
8	Based on service with the General Accounting Office	Is not an employee of your agency	112	Temp Appt-PER	ZQM	>31 U.S.C. 732(g)<
9		Is already employed by your agency	512	Conv to Temp Appt-PER		

Table 10-D. Temporary Appointment Pending Establishment of a Register (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes >1&2< of this table)</i>
10	Based on service under the personnel system of the Administrative Office of the U.S. Court	Is not an employee of your agency	112	Temp Appt-PER	ZTU	>28 U.S.C. 602<
11		Is already employed by your agency	512	Conv to Temp Appt-PER		
12	Based on exercise of restoration rights by employee after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
13	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after uniformed service (see Note >3< of this table)				ALM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury				QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-D. Temporary Appointment Pending Establishment of a Register (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code Is</i>	<i>And Authority Is (See Notes >1&2< of this table)</i>
15	Based on employee's partial recovery from compensable injury		112	Temp Appt-PER	QDK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.303 and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Ordered by the Merit Systems Protection Board when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (see Note >3< of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSPB Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
17	Based on exercise of reemployment rights under circumstances not covered in Rules 12-16				ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	Other citation (Cite authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
18		Is already on the rolls of your agency	512	Conv to Temp Appt-PER		

NOTES:

1. *ZLM: Other Citation (Law, E.O. or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. On a restoration or reemployment action, cite as the second authority the one that was used for the last appointment or conversion to appointment that occurred before the employee left his or her agency. Use **The Guide to Personnel Data Standards** to identify the code for that legal authority.
3. When the Merit Systems Protection Board determines restoration was improper, cancel it following instructions in Chapter 32 of this **Guide**.

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Table 10-E. Term Appointment

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
1	***	***	***	***	***	***
2		***	***	***		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management ***	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM	Direct-Hire Authority (Cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Reg. 316.302(c)(1)
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on >person's <eligibility for Veterans' Readjustment Appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(c)(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, >315.604, < 315.605, 315.606, 315.607, 315.609, 315.703, or >315.711<	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(c)(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(c)(4)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(c)(5)
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, continued

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
18	Based on the person's reemployment rights	Is not an employee of your agency	108	Term Appt NTE (date)	ZRM and (Cite authority code for appointment held prior to separation upon which reemployment is based)	(Cite authority for the reemployment.) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
20	***	***	***	***	***	***
21		***	***	***		
22	Based on service overseas while a family member of a civilian employee, a nonappropriated funds employee, or uniformed service member who is serving overseas	Is not an employee of your agency	108	Term Appt NTE (date)	ZJK	E.O. 12721
23		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
24	***	***	***	***	***	***
25		***	***	***		
26	Based on person's eligibility for a career appointment after involuntary separation from National Guard Technician service	Is not an employee of your agency	108	Term Appt NTE (date)	ZTM	P.L. 99-586

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
27	Based on possession of special qualifications in a professional or scientific field for a position authorized under 5 U.S.C. 3104	Is not an employee of your agency	108	Term Appt NTE (date)	VJM	5 U.S.C. 3325
28		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
29	Of a temporary employee who was within reach previously for a term appointment, as described in 5 CFR 316.302(c)(7)	Is not an employee of your agency	108	Term Appt NTE (date)	MLK	Reg. 316.302(c)(7)
30		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
31	Based on service with the General Accounting Office	Is not an employee of your agency	108	Term Appt NTE (date)	ZQM	>31 U.S.C. 732(g)<
32		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
33	Based on exercise of restoration rights after uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	108	Term Appt NTE (date)	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.207 and (Cite authority for appointment held prior to separation upon which restoration is based)

Table 10-E. Term Appointment, continued

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note >3< of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.707
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1&2 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	>Based on current or former employment with the Administrative Office of the U.S. Courts<	Is not an employee of your agency	108	Term Appt NTE (date)	>ZTU<	>28 U.S.C. 602<
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table. ***
2. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form ***50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/ACWA Outstanding Scholar Program* as the second authority.
3. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.

Table 10-G. Emergency Appointment

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
1	***	***	***	***	***	***
2		***	***	***		
3	>Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management<	Is not an employee of your agency	107	Emergency Appt	>BWA<	>OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. __<
4		Is already employed in your agency	507	Conv to Emergency Appt		
5	From outside a civil service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	Reg. 230.402(c)
6		Is already employed in your agency	507	Conv to Emergency Appt		
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	Reg. 230.402(d)(1)
8		Is already employed in your agency	507	Conv to Emergency Appt		
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)
10		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)
12		Is already employed in your agency	507	Conv to Emergency Appt		
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2 of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Based on employee's partial recovery from compensable injury				QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Based on exercise of restoration rights after uniformed service				Exercises restoration rights under 38 U.S.C. 4301 et. seq.	QAK and (Cite authority code for appointment held prior to separation upon which restoration is based)

Table 10-G. Emergency Appointment (Continued)

R U L E	A	B	C	D	E	F
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.707
23		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.***
2. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete a Standard Form 61, Appointment Affidavit		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., "6 yrs, 7 mos") [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade).
5	Appointment requires employee to complete a trial period	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).

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

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
7	Action is a >190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE <		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
8	Action is a 115/Appt NTE or >515/Conv to Appt NTE<		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	***		***	***
10	***		***	***
11	***		***	***
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
13	>Person is already employed in your agency<	Will serve on two (or more) appointments at the same time	M36	Concurrent employment: (identify position or agency unit where concurrently employed)
14	Action is based on employee's eligibility for reinstatement	Agency modified the Office of Personnel Management's qualification standards to qualify employee for the position	K01	Qualification requirements modified because of general OPM amendment.
15	A career appointee in the Senior Executive Service voluntarily requests a change to a position in the competitive service		M20	Action at employee's request.
16	Employee is being retained >by the agency< under a temporary exception to reduction in force release	The retention has been documented with a 755/Exception to RIF Release action	K60	Action in lieu of RIF separation of employee retained under temporary exception.
17	>Person is employed by< another agency on a part-time or intermittent appointment (see Note 2 of this table)		M34	On part-time or (intermittent) appointment in (agency).
18	>Person is employed by< another agency in a nonpay status (see Note 2 of this table)	Will continue in that status after appointment in your agency	M33	On nonpay status in (agency).
19	Employee is a Special Government Employee as defined in sec. 202 of title 18, U.S. Code		E21	You are subject to regulations governing conduct and responsibilities of Special Government Employees.
20	Employee is converted from a Senior Executive Service appointment	Action is because of employee's less than fully successful performance in the Senior Executive Service position or because of employee's failure to be recertified in the Senior Executive Service	M58	No SES reinstatement rights.

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

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

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

R U L E	A	B	C	D	
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	
28	Employee is returning after service with the American Institute in Taiwan or an international organization, military service, or absence due to compensable injury	Rate of pay includes increases he or she earned while absent	P06	Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service.	
29		Employee was promoted or reassigned while absent	K38	Promoted (or reassigned) from (former position and grade), effective (date).	
30	Employee is entitled to grade retention under 5 U.S.C. 5362		X37	Employee is entitled to retain grade of (pay plan and grade) through (date).	
31			X61	Retained grade will not be used for purposes of reduction-in-force.	
32			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.	
33			Retained grade is equivalent to grade actually held by the employee prior to reduction which entitled employee to grade retention	X35 (see Note 3 of this table)	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
34			Employee will be entitled another period of grade retention when the current period has ended	X38 (see Note 4 of this table)	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding pay period of grade retention is not terminated earlier.

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

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

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

R U L E	A	B	C	D
	If	And	Then Remark Code Is	And Remark Is
45	Employee's total salary includes a staffing differential		P71	Salary in block 20 includes staffing differential of \$_____.
46	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
47	Employee who is reemployed under >Old Age, Survivor, and Disability Insurance (FICA) coverage<, Civil Service Retirement System (CSRS) coverage or CSRS-Offset coverage, is eligible to elect Federal Employees Retirement System coverage as provided in *** The CSRS and FERS Handbook >for Personnel and Payroll Offices<	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
48	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
49	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under Federal Employees Retirement System	M46	Employee is covered by FERS because of previous election.
50		Rule 49 does not apply	M45	Employee is automatically covered under FERS.
51	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees		B63	Elected to retain coverage under a retirement system for NAF employees.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
52	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
53	Conversion is from intermittent employment with pay		G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
54	Work schedule is part-time		M32	Tour of duty will be (days and hours of work). (Example: "Tour of duty will be Monday through Thursday, 9 a.m. to noon.")
55	Employee elected health benefits coverage on last appointment	That coverage will continue	B44	Health benefits coverage continues.
56	Employee moves from the jurisdiction of one payroll office to the jurisdiction of another (whether in same agency or in another agency)	Elected not to enroll health benefits plan while in previous agency or office	B02	Elected not to enroll for health benefits.
57		Cancelled enrollment while in previous agency or office	B01	Cancelled health benefits.
58	Employment is on a short-term basis (meaning that employee is expected to work less than six months in each year) or is on an intermittent basis		B03	Ineligible for health benefits.
59	Action is a > 115/Appt NTE or 515/Conv to Appt NTE<	Action is not described in Rule 58 above	B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
60	Employee is not eligible to earn annual or sick leave		B04	Ineligible for leave.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).

NOTES:

1. Use as many remarks as are applicable.
2. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency for use in insuring that the Dual Compensation Act is not violated.
3. Use this remark in addition to those required by Rules 30-32.
4. Use this remark in addition to those required by Rules 30-33.

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

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Chapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details

1. Coverage.

a. This chapter covers:

(1) Promotions, reassignments, changes to lower grade, and position change actions (meaning personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one senior executive service position to another senior executive service position, in the same agency and with no break in service).

(2) Extension of temporary promotions and temporary position change actions; and

(3) Details.

b. This chapter does not cover:

(1) Movement of an employee, with his or her position, to a different organization when *no* change occurs in his or her position title, occupational series, grade, duties, and responsibilities. When such a move is to a different agency as a result of a transfer of function, the action is a Mass Transfer; when such a move is within the agency as a result of a reorganization, the action is a Realignment. (See Chapter 21 for instructions on documenting Mass Transfer and Realignments.)

(2) Movement *between* the competitive, excepted, and senior executive services. Document such a move as a conversion to an appointment. (See instructions in Chapters 9-

13.)

(3) Promotion, reassignment, and change to lower grade for temporary employees. If the employee is serving on a temporary appointment *** document a change to another position or grade with a conversion to another appointment. (See Chapters 10 and 11.)

(4) Promotion and change to lower grade of an employee who is serving on a temporary appointment pending establishment of a register in *other than* a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.) However, an employee who is serving on a temporary appointment pending establishment of a register in a Worker-Trainee position, *may* be promoted to grades up to General Schedule 3 or Wage Grade 4 (or equivalent grades in the Federal Wage System).

(5) Actions based on selection from a Civil Service Certificate or under a Direct Hire Authority. Document these actions as conversions to another appointment. (See Chapters 9 and 10.)

2. Definitions.

a. Position Change. This is a move by an employee to another position during the employee's continuous service under the same appointment within the same agency. When the move establishes the employee's

eligibility for grade retention under 5 U.S.C. 5362, the nature of action is called "Position Change"; it is also called "Position Change" when the employee is already entitled to grade retention and moves to another position at or below the retained grade. A move when the employee is not entitled to, and does not become entitled to, grade retention is a promotion, reassignment, or change to lower grade. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is an appointment or conversion to appointment.

b. Promotion.

(1) For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a temporary promotion.

(2) When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a temporary promotion.

c. Promotion Not to Exceed is a promotion made on a temporary *** basis. Promotion NTE is also used when an employee who is entitled to a grade retention under 5 U.S.C. 5362 is temporarily assigned to a position at a grade above the retained grade.

d. Change to Lower Grade.

(1) For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade.

(2) When both the old and the new positions are under the same type ungraded

wage schedule or in different pay-method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.

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

f. Detail. A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. (An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position.) Unless the agency chooses to use a >Standard Form 50, Notification of Personnel Action<, a detail is documented with a >Standard Form 52, Request for Personnel Action<.

g. Position Change Not to Exceed is the temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. (For example, when a General Schedule 7 employee whose

retained grade is General Schedule 9 is temporarily assigned to a position at General Schedule 6 or General Schedule 9, the nature of action is Position Change NTE.)

h. Agency [as used in this **Guide**] is any department or independent establishment of the Federal Government, including a Government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this **Guide**; all other organizations within the Department of Defense that have agency codes that begin with “DD” (for example, DD04) are considered as one agency.

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 will depend upon whether the action 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 of 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to 5 U.S.C. chapter 75 (“5 U.S.C. 75 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 its own procedures to follow--(ones that are similar to or equivalent to the civil service procedures) or your agency may have followed other procedures that are different from those required by the civil service laws or regulations. If you are not sure 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, you will have to learn from 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, cite that law, Executive Order, or regulation 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) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (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; its use should be very rare.

4. Use of Standard Form 52.

For change-to-lower-grade actions that end temporary promotions on their not-to-exceed dates, use of the Standard Form 52 is optional; the Standard Form 50 may be prepared directly from the data in the agency's personnel data system. For details, a Standard Form 52 is used to document the request and approvals when required by Table 14-A. For all other actions described in this chapter, a Standard Form 52 is required to document the requested action and its approvals, and to prepare the Standard Form 50.

5. Special Conditions.

When effecting promotions, reassignments, changes to lower grade, or position change actions, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

a. Employee is eligible for a within-grade increase on the same date. When the employee is eligible for a within-grade increase (WGI) on the same date as another action (for example, a promotion), both actions may be documented on the same Standard Form 50. (Note that each one is reported separately to the Central Personnel Data File (CPDF).) In these cases, document the within-grade increase action first (in blocks 5A-5F) and then document the promotion action (in blocks 6A-6F) of the Standard Form *** 50.

b. Employee's work schedule or the number of hours worked will also change. If the employee's work schedule, or the number of hours he or she works on a part-time basis, will change as a result of the action being processed, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the other action and the change in work schedule or hours are being documented on a single *** Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a >782/Chg in Hours< action, also enter the new hours per pay period in block 33. When a return to duty and another action (for example, a promotion) are effective on the same date as a change in work schedule or hours, and the return to duty and the other action are being reported on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate Standard Form 50 for each nature of action.

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

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

File the >Standard Form 52, Request for Personnel Action,< on right side of the Official Personnel Folder; prepare and distribute Standard Form 50 after employee returns, moving the Standard Form 52 from right side to the left side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the

Standard Form 52 from the employee's folder and destroy it.

d. Employee is a member or former member of the uniformed services. If employee is a member or former member of the uniformed services who is subject to the pay cap reporting instructions, 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.) ***

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

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Job Aid

Instructions for Processing Personnel Actions in Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details

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	<p>Use job aid, When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail, to decide whether the action is a promotion, change to lower grade, reassignment, position change or detail.</p> <p>When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to “drop” the employee from its data system, that office uses an agency nature of action in the 900-series to do so.</p>																																														
3	<p>>Use the tables in this chapter to determine appropriate documentation of the action.<</p> <table border="1" data-bbox="337 968 1388 1858"> <thead> <tr> <th data-bbox="337 968 802 1024"><i>When Action is a</i></th> <th data-bbox="802 968 1388 1024"><i>Then</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1024 802 1108">Detail</td> <td data-bbox="802 1024 1388 1108">Use Table 14-A to determine when a Standard Form 52 is needed to document the detail.</td> </tr> <tr> <td data-bbox="337 1108 802 1858">Promotion, reassignment, change to lower grade, or position change</td> <td data-bbox="802 1108 1388 1858"> <p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <table border="0" data-bbox="850 1255 1299 1669"> <tr> <td colspan="2" style="text-align: center;"><i>For</i></td> <td style="text-align: center;"><i>Use Table</i></td> </tr> <tr> <td colspan="3">Competitive Service:</td> </tr> <tr> <td>Promotion</td> <td>.....</td> <td>14-B</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-D</td> </tr> <tr> <td>Change to Lower Grade</td> <td>.....</td> <td>14-G</td> </tr> <tr> <td>Position Change</td> <td>.....</td> <td>14-I</td> </tr> <tr> <td colspan="3">Excepted Service:</td> </tr> <tr> <td>Promotion</td> <td>.....</td> <td>14-C</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-E</td> </tr> <tr> <td>Change to Lower Grade</td> <td>.....</td> <td>14-H</td> </tr> <tr> <td>Position Change</td> <td>.....</td> <td>14-J</td> </tr> <tr> <td colspan="3">Senior Executive Service:</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-F</td> </tr> </table> <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> </td> </tr> </tbody> </table>		<i>When Action is a</i>	<i>Then</i>	Detail	Use Table 14-A to determine when a Standard Form 52 is needed to document the detail.	Promotion, reassignment, change to lower grade, or position change	<p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <table border="0" data-bbox="850 1255 1299 1669"> <tr> <td colspan="2" style="text-align: center;"><i>For</i></td> <td style="text-align: center;"><i>Use Table</i></td> </tr> <tr> <td colspan="3">Competitive Service:</td> </tr> <tr> <td>Promotion</td> <td>.....</td> <td>14-B</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-D</td> </tr> <tr> <td>Change to Lower Grade</td> <td>.....</td> <td>14-G</td> </tr> <tr> <td>Position Change</td> <td>.....</td> <td>14-I</td> </tr> <tr> <td colspan="3">Excepted Service:</td> </tr> <tr> <td>Promotion</td> <td>.....</td> <td>14-C</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-E</td> </tr> <tr> <td>Change to Lower Grade</td> <td>.....</td> <td>14-H</td> </tr> <tr> <td>Position Change</td> <td>.....</td> <td>14-J</td> </tr> <tr> <td colspan="3">Senior Executive Service:</td> </tr> <tr> <td>Reassignment</td> <td>.....</td> <td>14-F</td> </tr> </table> <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>	<i>For</i>		<i>Use Table</i>	Competitive Service:			Promotion	14-B	Reassignment	14-D	Change to Lower Grade	14-G	Position Change	14-I	Excepted Service:			Promotion	14-C	Reassignment	14-E	Change to Lower Grade	14-H	Position Change	14-J	Senior Executive Service:			Reassignment	14-F
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Job Aid**Instructions for Processing Personnel Actions in Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details, continued**

STEP	ACTION		
4	In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks/remarks codes required by the Office of Personnel Management for the action.*** Also select *** any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.		
5	A Standard Form 52, Request for Personnel Action, will be used for processing most of the actions in this chapter.		
	<i>If a Standard Form 52 is</i>	<i>Then</i>	
	Required for the action	Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52. Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this Guide to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.	
Not required for the action	Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this Guide to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.		
6	File the Standard Form 52 for a detail action on the right side of the employee's Official Personnel Folder (OPF); file the Standard Form 52 for other actions on left side of the employee's Official Personnel Folder. Check The Guide to Personnel Recordkeeping to decide if any of the other documents submitted with or created in connection with the action should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.		
7	If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records were maintained.		
8	>Distribute completed copies of the forms according to your agency's instructions.<		

Job Aid**When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
1	Employee moves to another position in the same agency.	Is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Move is to a position at the retained grade while employee is on grade retention	
3	Employee, who has been serving on a 703/Promotion NTE, receives another temporary promotion		Promotion NTE (There is no need to process a Change to Lower Grade to end the first temporary promotion. The new Promotion NTE automatically ends first one.)
4	Employee moves from a General Schedule position at grade 15 or below, or an equivalent position, to a senior-level (SL) or scientific or professional (ST) position	Does not begin or continue a period of grade retention as a result of the action	Promotion
5	Employee moves to a position at a higher grade level within the same job classification system and pay schedule		
6	Employee moves to a position with a higher rate of basic pay in a different job classification system and pay schedule		
7	Employee moves from a senior-level (SL) or scientific or professional (ST) position to a General Schedule position at grade 15 or below, or an equivalent position		

Job Aid**When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail, continued**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
<i>L</i>			
<i>E</i>			
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade
9	Employee moves to a lower graded position under the same wage grade schedule		
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category		
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		Detail
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series and grade do not change	Mass Transfer (See instructions in Chapter 21 >of this Guide <.)
14	Employee moves within your agency when the function employee performs is moved from one organization or activity in your agency to another		Realignment (See instructions in Chapter 21 >of this Guide <.)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade and in employee's duties and responsibilities).	Change in Data Element (See Chapter 28 >of this Guide < for instructions.)

Job Aid

When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail, continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
16	Employee moves to another position in the same agency or is assigned to a new position description when his or her job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, the grade, or in the duties and responsibilities.)	(NO action is required by the Office of Personnel Management to document the change. If your agency requires that the change be documented, your agency may develop a nature of action code/nature of action in the 900-series to do so.)

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Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 3 of this table)</i>
1	Competitive selection under agency merit promotion or merit staffing procedures			713	Chg to Lower Grade	N3M	Reg. 335.102 Comp	K12
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade			N2M	Reg. 335.102	K16, X37, X45
3		Employee is <i>not</i> entitled to grade retention under 5 U.S.C. 5362						K16
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM	Reg. 351.603	
5	Placement in lieu of separation when employee has no reduction-in-force assignment right	Employee is not entitled to grade retention				N2M and C1M	Reg. 335.102 and Reg. 351.201(b)	

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
6	Placement resulting from contracting out of functions under Office of Management and Budget Circular A-76 >when employee is not entitled to grade retention<		713	Chg to Lower Grade	PNR	Reg. 351.603 (A-76)	
7	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide >when employee is not entitled to grade retention<	Action is effected under 5 U.S.C. chapter 75			VGP and VAJ	5 U.S.C. 5107 and 5 U.S.C. ch. 75	K23
8		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VGP and VHJ	5 U.S.C. 5107 and 5 U.S.C. 75 Eq	
9		Action is not covered by Rules 7 and 8			VGP and USM	5 U.S.C. 5107 and (Cite authority for the action)	

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. ch. 75	713	Chg to Lower Grade	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27
11		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75			VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass	
12		Action is not covered by Rules 10 and 11			USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass	
13	An exception to competitive staffing procedures not covered under Rules 7-12				N8M	Reg. 335.102 Except to Comp	
14	Employee's request to be moved to a lower grade position				N2M	Reg. 335.102	M20
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (see Note 4 of this table)				L9M	Reg. 315.907	K43

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board		713	Chg to Lower Grade	VAA	5 U.S.C. 1204	
17	Employee's unacceptable performance (when conduct is not a factor)	Action is effected under 5 CFR part 432			QGM	Reg. 432.101	
18		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 432			QHM	Reg. 432.101 Eq	
19		Action is effected under 5 CFR part 752, subpart D			VWP	5 U.S.C. 7513	
20		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 752, subpart D			VWR	5 U.S.C. 7513 Eq	
21		Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207	
22	Selection from the agency's Career Transition Assistance Plan		ABR		Reg. 330.608		

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
23	Is not covered by Rules >1-22< and does not entitle employee to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. chapter 75	713	Chg to Lower Grade	VAJ and N2M	5 U.S.C. 75 and Reg. 335.102	
24		Action is effected under agency adverse action procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and N2M	5 U.S.C. 75 Eq and Reg 335.102	
25		Action is not covered by Rules >23 and 24<			USM and N2M	(Cite agency authority for Change to Lower Grade) and Reg 335.102	

NOTES:

1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table >14-I<.
2. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table. ***
3. >Codes in Column H are for required remarks.< See Table 14-L to translate codes into actual remarks.
4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory or managerial position is a "740/Psn Chg" action; follow the instructions in Table 14-I.

Page 14-30 is blank.

Table 14-I. Position Change Actions in the Competitive Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Psn Chg	N2M and RJM	Reg. 335.102 and Reg. 536.103(b)	X37, X61, and X45
2		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
3	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Action is the initial demotion				VGP	5 U.S.C. 5107	K23, X37, X61, and X45
4		Action is a subsequent demotion during grade retention period						K23, X37, X38, X61, and X45
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 2 of this table)	Action is the initial demotion				N2M and VQJ	Reg. 335.102 and 5 U.S.C. 5362(b)	X37, X61, and X45
6		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
7	Reduction in force when employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion				PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
8		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45

Table 14-I. Position Change Actions in the Competitive Service (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion		740	Psn Chg	N2M and C1M	Reg. 335.102 and Reg. 351.201(b)	X37, X45, and X61
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61
11	Contracting out of functions under Office of Management and Budget Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion				PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
13	Movement of employee, as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention				L9M	Reg. 315.907	X37, X61, and X45

Table 14-I. Position Change Actions in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G	H	
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>	
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3 of this table)	Agency's Reemployment Priority List	741	Psn Chg NTE (date)	NUM	Reg. 330.207	X37, X45, and X61	
15			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608		
16			Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Reg. 335.102		
17		Action is without time limitation	Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan	740	Psn Chg	ABR	Reg. 330.608		
18						Agency's Career Transition Assistance Plan	NUM		Reg. 330.207
19						Agency's Reemployment Priority List	ABR		Reg. 330.608
20	Agency's Career Transition Assistance Plan					N2M	Reg. 335.102		
21	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan	740	Psn Chg	ABR	Reg. 330.608	X65		
22					Agency's Career Transition Assistance Plan	N2M		Reg. 335.102	

Table 14-I. Position Change Actions in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G	H	
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>	
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is on a time-limited basis	Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan	741	Psn Chg NTE (date)	N2M	Reg. 335.102	X65	
24			Agency's Career Transition Assistance Plan			ABR			Reg. 330.608
25			Agency's Reemployment Priority List			NUM			Reg. 330.207
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Career Transition Assistance Plan	770	Ext of Psn Chg NTE (date)	ABR	Reg. 330.608	K12	
27			Sources other than the agency's Reemployment Priority List or Career Transition Assistance Plan			N3M			Reg. 335.102 Comp
28									

Table 14-I. Position Change Actions in the Competitive Service (Continued)

R U L E	A	B	C	D	E	F	G	H
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
29	Extension of Position Change NTE	Competitive procedures were not used for this extension or for the initial Position Change Not to Exceed		770	Ext of Psn Chg NTE (date)	N8M	Reg. 335.102 Except to Comp	

NOTES:

1. See Table 14-L to translate codes into actual remarks.
2. Use Nature of Action 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.
3. Document as a *detail* a temporary or time-limited assignment to a position at the *same grade* as that of the position the employee occupies.
4. When employee is moved to a position at a grade higher than the retained grade, document the action as a 702/Promotion or 703/Promotion NTE (date).

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Chapter 16. Return to Duty from Nonpay Status (Natures of Action 280 and 292)

Contents

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Chapter 16. Return to Duty from Nonpay Status

1. Coverage.

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

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

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

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

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

2. When to Process a Return to Duty.

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

3. Instructions.

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

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

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

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

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

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

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

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

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

or authenticated.

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

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

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

k. Prepare and distribute required notices.

(1) 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 of this **Guide** for addresses of the pay centers.)

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

Job Aid**Effect of Nonpay Status on Service Dates**

Instructions: Use this table to determine whether time in nonpay status affects the employee's benefits or status. More than one rule may apply.

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If time in nonpay status was more than (See note below)</i>	<i>Then</i>	<i>And you must</i>
1	40 hours since last within-grade increase under the Federal Wage System	Next Federal Wage System within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period, 120 hours for the step 3 waiting period, and 160 hours for the steps 4 and 5 waiting periods.
2	80 hours since last General Schedule within-grade increase	next General Schedule within-grade increase may be delayed	Extend the within-grade increase ending date by the amount of time in nonpay status in excess of 80 hours for the steps 2, 3, and 4 waiting periods, in excess of 160 hours for the steps 5, 6, and 7 waiting periods, and in excess of 240 hours for the steps 8, 9, and 10 waiting periods.
3	22 workdays since initial probationary period began	Probationary/trial period completion (ending) date may be adjusted	Extend the completion date by the number of workdays in nonpay status in excess of 22.
4	22 workdays since supervisory/managerial probationary period began		
5	22 workdays since term appointment trial period began		
6	30 calendar days during the period of nonpay that ends with the return to duty or Placement in Pay Status action you are processing	Career tenure due date must be adjusted	Compute a new date for completion of service for career tenure. Extend the completion date by the number of calendar days in nonpay status in excess of 30 for each period of absence.
7	6 months total in the calendar year	Service computation dates for leave accrual and reduction in force must be adjusted	Add to employee's current service computation date the amount of nonpay time in excess of 6 months in one calendar year. See Chapter 6 of this Guide .

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

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Table 16-A. Documenting Return to Duty Actions

<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 return to duty is from</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority code is</i>	<i>Authority is</i>	
1	Placement in Nonpay Status	Seasonal employee is returned to pay and duty status	280	Placement in Pay Status	CUL	5 CFR part 340	
2	LWOP—US	Employee is exercising restoration rights after serving on duty with the uniformed services	292	RTD	Q3K	5 CFR part 353	
3		Return is directed by the Merit Systems Protection Board after employee serves on duty with the uniformed services			ALM	MSPB Directive-US	
4		Furlough			Employee is recalled to work after reduction in force furlough	PSM	Reg. 351.604(d)
5		Employee was furloughed for less than 30 days under circumstances not described in Rule 4			CGM	5 U.S.C. 552a(e)(5)	
6	Suspension						
7	LWOP	Employee is returning from temporary assignment to state or local government or institution of higher learning				NYM	Reg. 334.101
8		Leave without pay was granted because of an on-the-job injury				Q3K	5 CFR part 353
9		Return is directed by the Merit Systems Protection Board after employee recovers from compensable injury				AQM	MSPB Directive-Inj
10		Leave without pay was granted for other reasons not covered in Rules 7-9				DAM	Reg. 630.101

Note: Column A reflects natures of action placing employee in nonpay status. Refer to Chapter 15 of this **Guide** for information on those natures of action.

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Table 16-B. Remarks

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
1	Service computation date for leave accrual is adjusted due to nonpay time which is not creditable	All the nonpay time has been recorded on a Standard Form 50	B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year)
2		All of the nonpay time has not been recorded on a Standard Form 50	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours
3	Due date for within grade increase is adjusted due to nonpay time which is not creditable		P12	Eligibility date for WGI adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date)
4	Probationary (or trial) period is extended due to nonpay time which is not creditable		E05	Date for completion of probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New estimated completion date is (date)
5	Waiting period for career tenure is extended due to nonpay time which is not creditable		T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New estimated conversion date is (date).
6	Employee received injury compensation during the nonpay time		G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
7	Employee is being returned to duty under 5 CFR part 353 after absence due to compensable injury or duty with the uniformed services	Position and pay reflect actions effective during the period of absence	P20	Position and pay reflect the following actions effective during employee's absence: (list actions). (see example at the end of this table)

Table 16-B. Remarks (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code</i>	<i>And Remark is</i>
8	Employee is on grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.

Example: "Position and pay reflect the following actions effective during employee's absence: 702/Promotion, 11-20-94 to GS-202-7/1 @ \$22,717pa."

Chapter 22. Change in Federal Employees Group Life Insurance and Election of Living Benefits
(Natures of Action 805, 806, and 881)

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Chapter 22. Change in Federal Employees Group Life Insurance and Election of Living Benefits

1. Coverage.

a. This chapter covers:

(1) Change in Federal Employees' Group Life Insurance coverage, a change in an employee's life insurance coverage when no other change takes place on the same date; and

(2) Election of full or partial living benefits by a terminally ill employee who wants to receive his or her basic benefits while he or she is still living, rather than having them paid to a beneficiary or survivor upon his or her death.

See 5 CFR part 870 and the **Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensations and Employing Offices (FEGLI Handbook)**, for additional information on the life insurance coverage.

b. This chapter does *not* cover correction of an error. (See Chapter 32.)

2. Insurance Forms.

a. Standard Form 2817, Life Insurance Election, is used to elect, change, waive, or drop Federal Employees' Group Life Insurance coverage. Check the **FEGLI Handbook** to be sure the employee is eligible to make the election or change and to identify any other forms that are needed.

b. FE-8C, Explanation of Benefits, is used to document approval of the employee's claim for Living Benefits. The Office of Federal Employees Group Life Insurance sends the FE-8C to the personnel and payroll offices when the employee cashes or deposits

the benefits check.

3. Use of Standard Form 52.

Use of a Standard Form 52, Request for Personnel Action, for change of Federal Employees' Group Life Insurance and election of Living Benefits actions is optional. The Standard Form 50, Notification of Personnel Action, may be prepared directly from the information in your agency's automated system (or the employee's Official Personnel Folder) *and* the information on the Standard Form 2817 or the FE-8C. If your agency procedures require a Standard Form 52, either the employee's office or the personnel office may prepare it. When a Standard Form 52 is used, no requesting officials' signatures are needed.

4. Effective Dates.

Refer to the **FEGLI Handbook** to determine the effective date of a Federal Employees' Group Life Insurance election, cancellation, or termination. For an election of Living Benefits, the effective date is the date shown in remarks on the FE-8C.

5. Instructions.

a. Use Table 22-A to select the nature of action and authority, and enter them in blocks 5A-D of the Standard Form 50. When the action is a change due to termination of coverage, refer to the **FEGLI Handbook** for instructions on information to provide the employee.

b. Enter the Standard Form 50 effective date in block 4 of the Standard Form 50.

c. Use Table 22-B to select remarks to explain the action and enter them in block 45 of the Standard Form 50.

d. Follow instructions in Chapter 4 to complete the remaining blocks on the Standard Form 50.

e. Follow your agency's instructions to have the Standard Form 50 signed or authenticated.

f. Follow your agency's instructions for distributing documentation of the personnel action.

Table 22-A. Documenting change in Federal Employees Group Life Insurance and Election of Living Benefits

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If Employee</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
1	Elects, changes, waives, or drops Federal Employees' Group Life Insurance coverage	881	Chg in FEGLI	DPM	5 U.S.C., Ch. 87
2	Elected Full Living Benefits	805	Elected Full Living Benefits		
3	Elected Partial Living Benefits	806	Elected Partial Living Benefits		

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Table 22-B. Remarks to be Shown on the Standard Form 50

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>And Required Remark is</i>
1	Employee's new Federal Employees Group Life Insurance code is <i>other than</i> "A" or "B"	Employee's work schedule is part-time	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
2	Employee loses coverage because work schedule changes to intermittent		B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	Employee loses coverage because he or she has been in nonpay status for 12 months.			
4	Employee has elected full Living Benefits		B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is \$00.00.
5	Employee has elected partial Living Benefits		B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.

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Table 24-C. Remarks

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

Table 24-C. Remarks (continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Work schedule is changed to part-time	Is not described in Rule 5 above	M32	Tour of duty will be (days and hours of work). (see Note 3 of this table)
7		Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within >60< days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20 and M32	Action at employee's request. Tour of duty will be (days and hours of work). (see Note 3 of this table.)
		Change in work schedule or hours is <i>not</i> at employee's request	M32	Tour of duty will be (days and hours of work). (see Note 3 of this table.)

NOTES:

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

Table 28. Processing Changes in Data Elements (continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>And Required Remark Is</i>
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	>5 U.S.C. chapter 84<	M38 Frozen Service: (enter yrs and mos) M39 Creditable Military Service: (enter yrs and mos). M40 Previous Retirement Coverage: (enter "never covered,"
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204	"previously covered," or previously covered—refund eligible) (see Note 1 of this table) M44 Employee elected coverage under FERS.
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	5 U.S.C. 552a(e)(5)	M74 Changes data element(s) in block(s) (list SF 50 block number(s)).

Table 28. Processing Changes in Data Elements (continued)

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

NOTES:

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

Chapter 30. Retirements (Natures of Action 300, 301, 302, 303, and 304)

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Chapter 30. Retirements

Subchapter 1. General Instructions

1-1. Coverage.

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

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

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

b. This chapter *does not* cover involuntary separation *unless* the employee is eligible for retirement under one of the four situations

listed in paragraph *a* of this section. See Chapter 31 for instructions on processing involuntary separations under which the employee may be eligible for discontinued service retirement.

1-2. Instructions.

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

b. If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate Standard Form 50s. *Do not process a conversion action.* Follow instructions in Chapter 8 of this **Guide** to select additional remarks for the appointment and to report the appointment to the Office of Personnel Management.

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

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

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

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

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

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

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

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

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

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

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

Job Aid

Notice Requirements When an Employee Retires

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

<i>If the Employee</i>	<i>Then</i>
Is a law enforcement officer, firefighter, or air traffic controller, and has a combination of age and service at which separation is mandatory.	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 46.
Has a combination of age and service at which separation is required under a different retirement system	Follow your agency's procedures for giving notice of pending retirement.
Is applying for disability retirement or the agency is initiating application for employee	Follow procedures in The CSRS and FERS Handbook for Personnel and Payroll Offices , Chapter 60.
If employee is enrolled in a health benefits plan,	Follow instructions in the Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices .
If employee has Federal Employees Group Life Insurance (FEGLI) coverage,	Follow instructions in the Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices .
Is a retired regular or warrant officer of the uniformed services	Send copy of the Standard Form 50 to the uniformed service finance center. (See instructions in Chapter 8 of this Guide .)
Is a member or former member of a uniformed service who is subject to pay cap reporting procedures under 5 U.S.C. 5532(c)	
Previously retired under the Foreign Service Retirement System	Send two copies of Standard Form 50 to Division of Retirement, Bureau of Personnel, Department of State, Washington, DC 20520.
Is a former Central Intelligence Agency employee who retired under the Central Intelligence Agency Retirement and Disability System (CIARDS)	Send copy of Standard Form 50 to Central Intelligence Agency Retirement and Disability System, Washington, DC 20505.

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Subchapter 2. Preparation of Remark Entries on the Standard Form 50

2-1. Use of Remarks.

Tables 30-B and 30-C list remarks that are required on the Standard Form 50, Notification of Personnel Action, for a retirement action. These remarks are used to determine retirement and other benefits to which the employee may be entitled. In addition, if a retiree applies for unemployment compensation, the State employment security agency will use the nature of action and those Standard Form 50 remarks to adjudicate the claim. Inadequate or incomplete information about the cause of separation or failure to show a job offer and the employee's reason, if any, for refusing it, may result in delay or denial of a benefit to which the employee is entitled. It may also result in an employee receiving a benefit to which the employee is not entitled.

2-2. General Content of Remarks.

The remarks should tell:

- why an employee retires, and
- whether the employee was offered other work before the separation and, if so, the reasons for refusing it.

Remarks should be brief and state the facts in enough detail to enable anyone who reviews the Standard Form 50 to determine whether the separation was work-connected and with or without just cause.

2-3. Employee's Reason(s).

a. Disability Retirements. No employee reason is required on a 301/Retirement-Disability.

b. Other Retirements. If the employee mentions ill health or disability as the reason, summarize the reason in such a way that the employee will not later find it to be embarrassing. (For example, instead of quoting "Doctor says pressure of daily personal and telephone contacts with the public is aggravating health problems and may cause a nervous breakdown," just state on the Standard Form 50 "Doctor recommends a job with fewer personal and telephone contacts with the public." The latter remark is brief, factual, and less likely to be a source of embarrassment in the future.) When the employee's reason does not mention ill health or disability, just quote the reason on the Standard Form 50. If the employee gives no reason for retiring, use Remark S69.

2-4. Agency's Finding. Unemployment compensation and future employment decisions are made on the basis of both the employee's reason and the agency's findings, so agency findings should be factual and non-judgmental. No findings are required on a 301/Disability Retirement.

a. Employee has no appeal rights. When the employee is serving on a appointment that does not afford appeal rights, no agency finding or reasons for or explanation of the retirement may be placed on the Standard Form 52, Standard Form 50, in the Employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system.

b. Employee has appeal rights.

(1) Except as noted in paragraph (3), when the agency knows of a different reason for employee's retirement, both the employee's reason and the one known to the agency ("agency finding") must be shown on the Standard Form 50. The "agency finding" must be brief and factual and avoid personal comments and judgments about the employee, opinions, argumentative language, and unsupported conclusions.

(2) When the retirement application is submitted *after* the employee has received *written* notice of a proposed or pending disciplinary or adverse action, the agency must list that action as its finding. Use the remarks in Tables 30-B and 30-C.

(3) *Unless the employee was notified in*

writing BEFORE the retirement was submitted, you may NOT place on the Standard Form 52/50, in the employee's Official Personnel Folder or Employee Performance Folder, or in the agency's service record system, any information:

- regarding a proposed or pending disciplinary or adverse action;
- regarding charges or allegations of misconduct by, or impropriety on the part of, the employee; or
- referring to such charges or allegations.

(4) When the agency believes the employee is retiring because of ill health or a medical problem, the "agency finding" should simply list or describe the duties the employee can no longer perform and *not* discuss the employee's health.

Table 30-A. Documenting Retirements

<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 employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
1	The Civil Service Retirement System (CSRS)	Mandatory retirement based on age and length of service	300	Retirement- Mandatory	SWM	5 U.S.C. 8335
2		Disability retirement	301	Retirement-Disability	SUM	5 U.S.C. 8337
3		Retirement for health reasons when employee does not apply for disability retirement	302	Retirement-Voluntary	SRM	Reg. 831.501
4		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA	SQM	5 U.S.C. 8336
5		Voluntary retirement for other than health reasons or pending involuntary separation	302	Retirement-Voluntary		
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	V3P and AZM	5 U.S.C. 8336(d)(2) and OPM Office, Authority Number, and Date
7		Early voluntary retirement under an authority <i>other</i> than 5 U.S.C. 8336(d).			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)

Table 30-A. Documenting Retirements (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
8	The Federal Employees Retirement System (FERS)	Mandatory retirement based on age and length of service	300	Retirement- Mandatory	USM	(enter: 5 U.S.C. Chapter 84)
9		Disability retirement	301	Retirement-Disability		
10		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA		
11		Voluntary retirement not described in Rule 10	302	Retirement-Voluntary		
12		<i>Early</i> voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	USM and AZM	(enter: 5 U.S.C. Chapter 84) and OPM Office, Authority Number and Date
13	A retirement system <i>other</i> than the Civil Service Retirement System or Federal Employees Retirement System	Mandatory retirement based on age and length of service	300	Retirement-Mandatory	USM	(cite authority for retirement)
14		Disability retirement	301	Retirement-Disability		
15		Voluntary retirement based on age and length of service	302	Retirement-Voluntary		

NOTES:

1. See Chapter 44 of **The CSRS and FERS Handbook for Personnel and Payroll Offices** for the meaning of involuntary separation.
2. See Chapter 43 of **The CSRS and FERS Handbook for Personnel and Payroll Offices** for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement.

Table 30-B. Remarks Required for Retirement Actions

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
1	Employee did not give a reason for retiring	Agency has no other information available	Action is a 302/Retirement-Voluntary	R20 and M67
2			Action is not a 302/Retirement Voluntary	S69, S23 and M67
3		Agency does have information regarding the reason for retirement		S69, S25 and M67 (See Note 2 of this table)
4	Employee gave a reason for retiring	R21 and M67		
5	Agency knows of specific factual reasons for retirement which differ from those given by employee (see Note 2 of this table)	S25		
6	Employee's retirement is work related and employee was advised of opportunity to file a grievance	Employee filed a grievance		M26
7		Employee did not file a grievance		M27
8	Employee is retiring after receiving a reduction in force notice		S51	

Table 30-B. Remarks Required for Retirement Actions (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
9	Employee is retiring after receiving written notice of decision to move out of the Senior Executive Service for less than fully successful performance or because of employee's failure to be recertified in the Senior Executive Service			M58 and S81
10	Employee retired because of disability, reduction in force, or other circumstance which makes retirement involuntary	Employee was not offered another job		S58
11		Employee was offered another job	Employee declined without a reason	S54 and S56
12			Employee gave a reason for declining	S54 and R55
13	Employee has been notified of agency decision to take adverse or performance-based action (see Note 2 of this table)	Action is not described in Rule 9	Decision is a separation action	S34
14			Decision is to demote	S35
15	Decision is to suspend		S36	
16	Employee has been notified of proposed adverse or performance based action (see Note 2 of this table)		Proposal is a separation action	S37
17			Proposal is to demote	S38
18			Proposal is to suspend	S39

Table 30-B. Remarks Required for Retirement Actions (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
19	Employee will receive a lump sum payment	The personnel office knows the exact number of hours of unused annual leave	Employee does not have retained rate	N26
20			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment	
21			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N26
22		The exact number of hours of unused annual leave is not yet available	Employee does not have retained rate	N27
23			Employee has retained rate which <i>will not</i> terminate during period of lump sum payment	
24			Employee has retained rate which <i>will</i> terminate during period of lump sum payment	P18 and N27
25	Employee has been in nonpay status during calendar year		Total nonpay status (during current calendar year) exceeds 6 months	G31
26	Retirement is from intermittent employment		Employment has been with compensation	G30 (see Note 6 of this table)
27			Employment has been without compensation	G29 (see Note 6 of this table)

Table 30-B. Remarks Required for Retirement Actions (Continued)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
28	Employee completed requirements for within-grade increase on or before retirement date	Within-grade increase was not effected		P16
29	Employee may be barred from annuity under 5 U.S.C. chapter 83, subchapter II (see Note 3 of this table)			M61 (see Note 4 of this table)
30	Employee may be eligible for compensation under 5 U.S.C., chapter 81, for a work injury			N10
31	Employee will not be eligible to continue Federal Employees Group Life Insurance coverage as an annuitant			B46
32	Employee will not be eligible to continue health benefits coverage as an annuitant			Retirement is involuntary due to gross misconduct (see Note 5 of this table)
33		Retirement is not described in Rule 33		B53
34	Action is a 301/Retirement-Disability	Employee has elected to receive workers' compensation in lieu of a retirement annuity		R22
35	Pay in position from which employee is retiring has been at a special rate authorized under 5 U.S.C. 5305			P05

Table 30-B. Remarks Required for Retirement Actions (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee's total salary includes a retention allowance			P78
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Employee's total salary includes a staffing differential			P79
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63

NOTES:

1. Use as many remarks as are applicable; see Table 30-C to translate remarks codes into the actual remarks to be shown on the Standard Form 50.
2. Do not enter on Standard Form 50 information unfavorable to the employee unless the employee was notified in writing of agency proposal or decision to take adverse action based on that information.
3. See list of offenses barring annuity payments in 5 U.S.C. chapter 83, subchapter II.
4. Place this remark only on payroll copy of Standard Form 50.
5. See **The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices** for information about determining whether an involuntary separation is due to gross misconduct.
6. Follow instructions in Figure 6-14 to convert hours worked to months and days of service credit. Standard Form 50 remarks are used as the basis for future service computation date calculations. Therefore, if your agency uses additional remarks to explain the time the employee worked, those agency remarks must show the intermittent service in terms of the *credit* to which the employee is entitled, rather than in terms of elapsed calendar time. Example: if employee worked on ten different days for a total of 35 hours, show in your agency remarks that the "35 hours equals 6 days of service credit." When information is not immediately available, prepare the Standard Form 50 without it. Add it later by correcting the Standard Form 50.

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Table 30-C. Remarks and Codes

R U L E	A	B
	If Code is	The Remark is
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
6	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
7	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
8	M26	Employee was advised of opportunity to file grievance and elected to do so.
9	M27	Employee was advised of opportunity to file grievance and elected not to do so.
10	M58	No SES reinstatement rights.
11	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
12	M67	Forwarding address:
13	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
14	N26	Lump-sum payment to cover (number) hours ending (date and hour).
15	N27	Lump-sum payment to be made for any unused annual leave.
16	P05	Special rate under 5 U.S.C. 5305.

Table 30-C. Remarks and Codes (Continued)

R U L E	A	B
	If Code is	The Remark is
17	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
18	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
19	P78	Salary in block 12 includes retention allowance of \$_____.
20	P79	Salary in block 12 includes staffing differential of \$_____.
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

Table 30-C. Remarks and Codes (Continued)

R U L E	A	B
	If Code is	The Remark is
33	S37	Agency Finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
34	S38	Agency Finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
35	S39	Agency Finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
36	S51	RIF Notice dated: (date).
37	S54	Offered job(s) of (Position title, grade, salary, and geographical location).
38	S56	No reason given by employee for refusing job offer.
39	S58	No other work available.
40	S69	Employee gave no reason for retiring.
41	S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).

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