

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

June 7, 2009

The Guide to Processing Personnel Actions

Update 50

*** NOTICE ***

This Guide and its Updates are available for viewing/printing on our web site (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. As was previously noted in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. Unless an effective date is specified for a particular change within the table of the Summary of Changes that follows, the effective date of guidance in this document is the date shown at the top of this page.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-3 thru 9-4	Update 42 September 7, 2003	9-3 thru 9-4	Effective as of February 17, 2009, establishes new legal authority code “ZEA/Pub. L. 111-5” and adds instructions for documenting the SF52/SF-50 for appointments funded by Public Law 111-5 (The American Recovery and Reinvestment Act of 2009) using ZEA.
9-13 thru 9-18	Various	9-13 thru 9-18	<ol style="list-style-type: none"> 1) Effective as of February 12, 2009, establishes new legal authority code “BAG/GW006 (VMO)” as referenced in Note 2 of Table 9-B. 2) Update regulatory citation for legal authority code SZT as reflected in the last column of rule 7 in Table 9-C. 3) Modifies reference to status required in the second column and update the regulatory citation for legal authority SZW as reflected in the last column of rule 24 in Table 9-C.
9-51 thru 9-52	Update 45 August 6, 2006	9-51 thru 9-52	Effective April 12, 2009, adds new rule 49 to Table 9-I referencing when to use remark code M97. Remark code M97 has been revised.
10-1 thru 10-4	Various	10-1 thru 10-4	<ol style="list-style-type: none"> 1) Deletes reference to NOACs 112 and 512 in chapter heading on page 10-1 as the referenced NOACs are obsolete. 2) Effective as of February 17, 2009, establishes new legal authority code “ZEA/Pub. L. 111-5” and adds instructions on page 10-4 for documenting the SF52/SF-50 for appointments funded by Public Law 111-5 (The American Recovery and Reinvestment Act of 2009) using ZEA.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-19 thru 10-22	Various	10-19 thru 10-22	1) Revises regulatory citation for legal authority code SZX as reflected in rules 38 and 39 of Table 10-B. 2) Effective as of February 12, 2009, establishes new legal authority code "BAG/GW006 (VMO)" as referenced in Note 5 of Table 10-B.
10-31 thru 10-32	Update 48 December 21, 2008	10-31 thru 10-32	Effective as of February 12, 2009, establishes new legal authority code "BAG/GW006 (VMO)" as referenced in Note 4 of Table 10-E.
10-39 thru 10-40	Update 48 December 21, 2008	10-39 thru 10-40	Effective as of February 12, 2009, establishes new legal authority code "BAG/GW006 (VMO)" as referenced in Note 3 of Table 10-G.
10-45	Update 48 December 21, 2008	10-45	Effective as of February 12, 2009, establishes new legal authority code "BAG/GW006 (VMO)" as referenced in Note 3 of Table 10-H.
10-53 thru 10-54	Update 42 September 7, 2003	10-53 thru 10-54	Effective April 12, 2009, adds new Rule 45 in Table 10-I documenting when to use remark code M97. The text for remark M97 has been revised.
11-3	Update 45 August 6, 2006	11-3	Effective as of February 17, 2009, establishes new legal authority code "ZEA/Pub. L. 111-5" and adds instructions for documenting the SF52/SF-50 for appointments funded by Public Law 111-5 (The American Recovery and Reinvestment Act of 2009) using ZEA.
11-27 thru 11-28	Update 47 December 23, 2007	11-27 thru 11-28	Effective April 12, 2009, adds new Rule 22 to Table 11-C documenting when to use remark code M97. The text for remark M97 has been revised.

The Guide to Processing Personnel Actions (4)

Summary of Changes/

Remove		Insert	Explanation of Changes
Page	Identification	Page	
13-3 thru 13-4	Update 43 July 25, 2004	13-3 thru 13-4	Effective as of February 17, 2009, establishes new legal authority code "ZEA/Pub. L. 111-5" and adds instructions for documenting the SF52/SF-50 for appointments funded by Public Law 111-5 (The American Recovery and Reinvestment Act of 2009) using ZEA.
13-9 thru 13-14	Various	13-9 thru 13-14	<ol style="list-style-type: none"> 1) Adds new rules 29 and 30 to Table 13-A for documenting conversions when the action is not subject to rules 1-5. 2) Adds new rules 5 thru 8 to Table 13-B on page 13-12 for documenting actions upon return from uniformed service. 3) Effective April 12, 2009, revises text for remark code M97 as reflected in rule 7 of Table 13-C.
13-17	Update 45 August 6, 2006	13-17	Effective April 12, 2009, revises text for remark code M97 as reflected in rule 18 of Table 13-D.
14-15 thru 14-16	Update 46 January 7, 2007	14-15 thru 14-16	Revises regulatory citation for legal authority code SZR as reflected in rules 1 and 2 of Table 14-B.
14-21 thru 14-22	Update 47 December 23, 2007	14-21 thru 14-22	Changes regulatory citation in Rule 1, column 2 of Table 14-D to "Reg. 930.204" and revises regulatory citation for legal authority code SZS as reflected in rule 1 of Table 14-D.
17-35	Update 46 January 7, 2007	17-35	Effective April 12, 2009, modifies guidance reflected in rule 30 of Table 17-E and revises text for remark code M97 as reflected therein.
32-1 thru 32-28	Various	32-1 thru 32-28	<ol style="list-style-type: none"> 1) Reissues chapter in its entirety deleting footnotes. 2) Updates reference in column 3, Rule 8 of Table 32-B from blocks "23-44" to blocks "7-44".

Chapter 9. Career and Career-Conditional Appointments

1. Coverage.

This chapter covers permanent appointments in the competitive service by:

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

2. Special Conditions.

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

a. Person is retired. When the person being appointed is retired from Federal civilian service, follow the guidance in

Chapter 3 (Figure 3-4), in addition to instructions in this chapter.

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

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

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

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

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

When a return to duty and a conversion are effective on the same date as a change in work schedule or hours, and the return to duty and conversion are being recorded on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate personnel action documenting the

nature of action, Chg in Work Schedule, or Chg in Hours action.

>d. Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 (“ARRA”)). In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.<

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

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

NOTES:

- Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is made under the Administrative Careers With America Outstanding Scholar Program, show as the first authority (in blocks 5C-5D or 6C-6D) *AYM: Luevano Decree*; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABK: ACWA Outstanding Scholar Program*.
- Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

<u>Occupation:</u>	<u>Authority Code to be cited:</u>
Medical	BAB: GW001 (MED)
Information Technology Management	BAC: GW002 (IT)
Positions in support of the Iraqi reconstruction efforts	BAD: GW003 (Iraqi)
Acquisition	BAE: GW004 (Acquisition)
>Veterinarian Medical Officer	BAG: GW006 (VMO)<
OPM approved single agency authority	BYO: OPM Approved Single Agy Auth
- ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block of the SF-52/50.

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

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (see Note 2 of this table)	130	Transfer	KTM	Cite specific authority for action (i.e., Reg. 315.501, or an agency specific authority)
2			To a higher grade (see Note 2 of this table)			KVM	Cite specific authority for action (i.e., Reg. 315.501 Prom, or an agency specific authority)
3			To a lower grade (see Note 2 of this table)			KXM	Cite specific authority for action (i.e., Reg. 315.501 CLG, or an agency specific authority)

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

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
4	Transfer under 5 CFR 330.707, the Interagency Career Transition Assistance Plan		To the same grade or to a position in a different pay plan	130	Transfer	ABS	Reg. 330.707
5			To a lower grade (see Note 2 of this table)			ABT	Reg. 330.707 CLG
6			Transfer under 5 CFR 330.608, the Agency Career Transition Assistance Plan			ABR	Reg. 330.608
7			Transfer of an Administrative Law Judge from one agency to another			SZT	>Reg. 930.204(h)<
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
9			Career-Conditional	141	Reins-Career-Cond		
10		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
11			Career-Conditional	541	Conv to Reins-Career-Cond		

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

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
12	Reinstatement from your agency's Reemployment Priority List	Is not on your agency's rolls,	Career	140	Reins-Career	NUM	Reg. 330.207
13			Career-Conditional	141	Reins-Career-Cond		
14		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
15			Career-Conditional	541	Conv to Reins-Career-Cond		
16	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of unacceptable performance during the SES probationary period	Career	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a), and Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
17			Career-Conditional	541	Conv to Reins-Career-Cond		
18		Is moved out of the SES because of less than fully successful performance following the SES probationary period	Career	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1), and Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
19	Career-Conditional		541	Conv to Reins-Career-Cond			

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

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>
20	Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of reduction in force	Career	540	Conv to Reins-Career	VCT and KQM	5 U.S.C. 3594(b)(2), and Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
21			Career-Conditional	541	Conv to Reins-Career-Cond		
22		Is moved out of the SES because of failure to be recertified	Career	540	Conv to Reins-Career	VCW and KQM	5 U.S.C. 3594(b)(3), and Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
23			Career-Conditional	541	Conv to Reins-Career-Cond		
24	Reinstatement of a former Administrative Law Judge who has served with >career< status under 5 U.S.C. 3105		Career	140	Reins-Career	SZW	>Reg. 930.204(g)<
25	Reinstatement when a position in the excepted service is brought into the competitive service		Career	540	Conv to Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority), and (Cite specific authority that brought the position into the competitive service)
26			Career-Conditional	541	Conv to Reins-Career Cond		

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
41	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
42			X49	Change to lower grade, level, or band is for personal cause.
43	Employee who is moved out of Senior Executive Service (SES) is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed	Employee's salary is 150% of the maximum rate of the grade to which assigned	X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363		X41	Salary is 150% of maximum rate of grade to which assigned.
45				
46	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, >level, or band< is for personal cause.
47			X42	Pay retention entitlement is terminated.
48	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.		N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
>49	Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)<

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	Reserved			
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
53	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. Standard Form 3109 provided to employee.
54	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
55	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
56		Rule 55 does not apply	M45	Employee is automatically covered under FERS.
57	Employee has elected to retain coverage under a retirement system for non-appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).

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

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Page 10-2 is blank.

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. Reserved.

d. Term Appointment is an appointment made to a position that will last longer than 1 year but not more than 4 years and that is of a project nature where the job will terminate upon completion of the project.

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

selected for conversion to competitive service.

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

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

3. Special Conditions

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

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

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

c. Changes to the work schedule or the number of hours. If the employee's work schedule or the number of hours he or she works on a part-time basis, will change as a result of a conversion action, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

If the conversion and the change in work schedule or hours are being documented on a single Standard Form 50, enter the nature of action and authority for the change in work

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

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

>e. Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 (“ARRA”)). In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.<

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

<i>R U L E</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 & 4 of this table)</i>	
34	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	
35		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
36	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
37	Based on person's eligibility for career appointment after involuntary separation from National Guard Technician Service					ZTM		P.L. 99-586
38	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	SZX	>Reg. 930.209<
39			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>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 & 4 of this table)</i>
40	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
41	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)
42	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)			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>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 & 4 of this table)</i>
43	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
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	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
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	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
48		Is already employed in your agency		515	Conv to Appt NTE (date)		
49	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. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
4. Selection under authority other than Reg. 337.201: 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 Factor*.
5. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

>Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)<

BYO: OPM Approved Single Agy Auth

Table 10-E. Term Appointment, continued

<i>R U L E</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 & 3 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 2 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>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 and 3 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 the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: 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 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

>Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)<

BYO: OPM approved Single Agy Auth

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</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>
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>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**.
3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

>Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)<

BYO: OPM approved Single Agy Auth

Table 10-H. Overseas Limited Appointment (Continued)

<i>R U L E</i>	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
21			Is already on your agency's rolls	520	Conv to O/S Ltd Appt		

NOTES:

- ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
- When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
- Selection under Reg. 337.201:** When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical
Information Technology Management
Positions in support of the Iraqi reconstruction efforts
Acquisition
>Veterinarian Medical Officer
OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)
BAC: GW002 (IT)
BAD: GW003 (Iraqi)
BAE: GW004 (Acquisition)
BAG: GW006 (VMO)<
BYO: OPM approved Single Agy Auth

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>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
45	>Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)<
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>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	Reserved			
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.

Chapter 11. Excepted Service Appointments

1. Coverage.

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

2. Definitions.

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

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

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

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

3. Special Conditions.

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

a. Retired persons. When the person being appointed is retired from Federal civilian service, you must follow the instructions in Chapter 3 as well as those instructions appropriate for excepted service appointments.

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

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

>d. Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 (“ARRA”)). In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite “ZEA/Pub. L. 111-5” as the final legal authority.<

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
12	Action is a Provisional Appt NTE or a Conversion to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
13	Employee is given a time-limited appointment (NOA 171), or a time-limited appointment is extended.		M06	Reason for temporary appointment: (state reason)
14	Reserved			
15	Reserved			
16	Reserved			
17	Appointment is made under Schedule A, Sec. 213.3102(o)	This is the employee's first appointment under the authority during the service year (see Note 5 of this table)	A11	Employment under this appointment must not exceed (number) working days a year.
18	Appointment authority limits the number of days employee may work during a service year	Employee is served in your agency under another appointment under the same authority within the past year (see Note 5 of this table)	A12	Employment under this and previous appointment must not exceed (number) working days a year.
19	Appointment authority limits the number of hours employee may work during a service year	This is the employee's first appointment under this authority during the service year (see Note 5 of this table)	A07	Employment under this appointment must not exceed (number) hours a year.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
20	Appointment authority limits the number of hours employee may work during a service year	Employee has served in your agency under another appointment under this authority within the past year (see Note 5 of this table)	A08	Employment under this and previous appointment must not exceed (number) hours a year.
21	Appointment is made under Schedule A, Sec. 213.3102(e)		A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.
22	>Employee is subject to the SL or ST pay system	The rate of basic pay is equal to or above the specified limit that subjects an employee to coverage by the post-employment restrictions under 18 U.S.C. 207(c) – (i.e., 86.5% of the rate for level II of the Executive Schedule)	M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c)<
23	Appointment is made as a Fellow or Sr. Fellow under E.O. 13318 (see Note 6 of this table)		A04	Appointment is NTE 2 years. Upon satisfactory completion of the program you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated.
24		The employee is currently employed under a nontemporary appointment in the competitive service	A24	Employee informed in advance of the conditions of appointment under the Presidential Management Fellows Program.

Chapter 13. Senior Executive Service (SES)

1. Coverage.

This chapter covers all appointments, conversions to appointments, and extensions of limited appointments in the Senior Executive Service.

2. Definitions.

a. An appointment establishes an individual as an employee of the agency.

b. A conversion changes an employee from one appointment to another appointment in the same agency without a break in service (for example, from the competitive service to the Senior Executive Service, from a Senior Executive Service Noncareer to a Senior Executive Service Career Appointment or vice versa, or from the excepted service to the Senior Executive Service).

c. A Provisional Appt NTE is the nature of action used for a temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment.

3. Instructions.

(When the person being appointed is retired from Federal civilian service, follow the instructions in Chapter 3 as well as those below.)

a. For actions involving persons already employees of your agency, compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's

Official Personnel Folder to be sure they are correct.

b. If the employee is being converted to a new appointment on the same date that he or she returns to duty from nonpay status, both the return to duty and the conversion must be documented. Follow the instructions in Chapter 16 to document the return to duty and the instructions in this chapter to document the conversion. If the actions are being documented on a single Standard Form 52 (and Standard Form 50, Notification of Personnel Action), enter the nature of action and authority for the return to duty in blocks 5A-5F and those for the conversion in blocks 6A-6F.

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

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

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

recorded on the same action, document the new work schedule in block 32 and the new hours in block 33; there is no need for separate actions to change the work schedule and change the hours.

d. Use Table 13-A or 13-B to select the nature of action, legal authority, and remarks for the appointment or conversion and put them in blocks 5A-5F and Part F of the Standard Form 52. If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.

e. Use Table 13-C to select codes for remarks required in special situations.

f. Use Table 13-D to convert remarks codes into remarks and enter remarks in Part F of the Standard Form 52.

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

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

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

k. Prepare and distribute required notices:

(1) If the person is being converted to a new appointment and will be serviced by a new payroll office, give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the office where the individual's payroll records are maintained.

(2) If the employee is coming from another agency, follow instructions in the Office of Personnel Management's operating manual, [The Guide to Personnel Recordkeeping](#), to request the Official Personnel Folder.

l. Distribute Standard Form 50 copies as appropriate.

4. Special Conditions.

>**Appointments funded by Public Law 111-5 dated February 17, 2009 (The American Recovery and Reinvestment Act of 2009 ("ARRA"))**. In addition to citing the legal authority code(s) required per the Tables in this chapter, when documenting the SF-52/SF-50 for an ARRA funded appointment effective on or after February 17, 2009, cite "ZEA/Pub. L. 111-5" as the final legal authority.<

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)

<i>R U L E</i>	<i>If Employee</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 (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Is selected for SES Limited Term Appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M	5 U.S.C. 3394(a) Limited Term (See Note 4 of this table)	E23 and T55
20			The person is already on the rolls of your agency	548	Conv to SES LTD Term Appt NTE (date)			
21		Appointment is to a continuing position when the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
22			The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
23	Is serving on an SES Limited Term Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)		E23 and T55	
24	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P and AWM		5 U.S.C. 3394(a) Limited Emergency and OPM Form 1652

Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)

<i>R U L E</i>	<i>If Employee</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 (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
25	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is already on the rolls of your agency	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P and AWM	5 U.S.C. 3394(a) Limited Emergency and OPM Form 1652	E23 and T55
26		Appointment is to a continuing position when the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
27			The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
28	Is serving on an SES Limited Emergency Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55
> 29	Elects conversion to SES when his or her position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service	The action is not covered under Rules 1-3	542	Conv to SES Career Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the conversion)	E23, E24, T55
30		Is currently serving under a Schedule C appointment or in a similar position	The action is not covered under Rules 4-5	546	Conv to SES Non-career Appt			E23, T55<

NOTES (1. Reserved)

2. *ZLM: Other Citation (Laws, 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. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.
4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term SES appointments NTE 36 months for career employees. All other requests for limited SES are requested using OPM Form 1652, and agencies must cite the following as the second authority on the SF-52: AWM - OPM

Form 1652.

Table 13-B. Appointment Based on Reemployment Rights

<i>R U L E</i>	<i>If the basis for the action is</i>	<i>And Employee</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Legal Authority Code is</i>	<i>Legal Authority is</i>	<i>Required Remarks Are (See Note for this table)</i>
1	Senior Executive Service (SES) Career Appointment after service with an international organization	Is not on your agency's rolls	142	SES Career Appt	P3M	Reg. 352.311	E23 and T55
2	SES Career Appointment after service under sections 233(d) and 625(b) of the Foreign Assistance Act of 1961				P5M	Reg. 352.507	
3	SES Career Appointment after service with the American Institute in Taiwan				P7M	Reg. 352.803	
4	SES Career Appointment by reemployment under 5 CFR 352.405, 352.705, or 352.907				P2M	5 CFR part 352	

Table 13-B. Appointment Based on Reemployment Rights

<i>R U L E</i>	<i>If the basis for the action is</i>	<i>And Employee</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Legal Authority Code is</i>	<i>Legal Authority is</i>	<i>Required Remarks Are (See Note for this table)</i>
>5	Return from uniformed service	Exercises restoration rights under 38 U.S.C. 4301 et. seq.	142	SES Career Appt	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)	E23, T55<
6			146	SES Non-career Appt			
7			148	SES Ltd Term Appt NTE			
8			149	SES Ltd Emergency Appt NTE			

NOTE: Use Table 13-D to translate codes into actual remarks. Remark E23 used only when employee is a preference eligible.

Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
1	Employee was required to complete appointment affidavit, Standard Form 61			M01
2	Action is a Senior Executive Service (SES) Career Appointment (includes conversion, reinstatement, or transfer)	The employee has not satisfactorily completed the probationary period under a previous SES appointment	Was appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25 and E51
3			Was not appointed without a break in service from a civil service position held under a career or career-conditional appointment or one of equivalent tenure	E25
4	Action is an SES Noncareer Appointment	Appointment has been designated as indefinite		E01
5	Employee is a Senior Executive Service (SES) Career appointee who voluntarily requests a change to an SES Noncareer or Limited appointment			M20
6	Action is an appointment or a conversion to appointment			M39 and M40
7	>Employee< is subject to post-employment restrictions under 18 USC 207(c)			M97
8	Action is an appointment or a conversion to appointment under which employee's retirement code will be "C," "E," "K," "L," "M," or "N"			M38

Table 13-C. Remarks Required in Special Situations (Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
	Reserved			
10	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under the Federal Employees Retirement System (FERS)		M46
11		Rule 10 does not apply		M45
12	Employee is eligible to elect Federal Employees Retirement System (FERS) as provided in Chapter 11 of The CSRS and FERS Handbook for Personnel and Payroll Offices	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in his or her Official Personnel Folder		B60
13	Employee has elected to retain coverage under a retirement system for employees of a Nonappropriated Fund Instrumentality.			B63
14	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (e.g., employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)			M10
15	Will be reemployed annuitant			A17

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

<i>R U L E</i>	<i>If Code is</i>	<i>Then Remark is</i>
14	M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, when there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
15	M40	Previous Retirement coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
16	M45	Employee is automatically covered under FERS.
17	M46	Employee is covered by FERS because of previous election.
18	M97	>Employee< subject to post-employment restrictions under 18 USC 207(c).
19	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
20	P10	Annuity at present is \$ pa. (See Note 2 of this table)
21	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
		Reserved
23	P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (see Note 3 of this table)
24	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. To determine the annual (pa) rate, multiply by 12 the gross monthly annuity shown on the notice of annuity adjustment from the Office of Personnel Management.
3. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.

Table 14-B. Promotions in the Competitive Service

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

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

<i>R U L E</i>	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	The upgrading of a position as a result of the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 U.S.C. 5107	K23
9	The upgrading of a position as a result of the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27
10	Noncompetitive advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Cite specific authority for action (i.e., Reg. 335.102 Career Prom, or an agency specific authority)	
11	Reserved						

Table 14-D. Reassignments in the Competitive Service

<i>R U L E</i>	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Reassignment of an Administrative Law Judge under conditions described in >Reg. 930.204<	721	Reassignment	SZS	>Reg. 930.204(f)<	
2	Competitive selection under agency merit promotion or merit staffing procedures			N3M	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
3	Reduction in force			PNM	Reg. 351.603	
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	Cite specific authority for action (i.e., Reg. 351.201(b), or an agency specific authority)	
5	Contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)	
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position			L9M	Cite specific authority for action (i.e., Reg. 315.907, or an agency specific authority)	K43
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 U.S.C. 5107	K23

Table 14-D. Reassignments in the Competitive Service (Continued)

<i>R U L E</i>	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when Rule 7 does not apply	721	Reassignment	N7M	Reg. 335.102 Reclass	K27
9	Employee moves to a position with greater growth potential or offering opportunity for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	
10	Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207	
11	Selection from the agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
12	Reassignment when Rules 1-11 do not apply			N2M	Cite specific authority for action (i.e., Reg. 335.102, or an agency specific authority)	

NOTES:

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.222(c).
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.
If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite *BWM: OPM Delegation Agr* following the authorities required by this table and *ZLM*, if used.
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
3. See Table 14-L to translate codes into actual remarks.

Table 17-E. Codes and Remarks for Pay and Step Changes (*Use as many remarks as applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
30	>Employee is subject to the post-employment restrictions under 18 U.S.C. 207(c).<	***	M97	>Employee< subject to post-employment restrictions under 18 U.S.C. 207(c).
31	Employee is a GS law enforcement officer entitled to special base rate at grades 3 through 10 (GL pay plan code)		P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.

**Chapter 32. Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations
(Natures of Action 001, 002, 198, 199, 293, 867, and 868)**

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Chapter 32. Interim Relief Actions, Corrections, Cancellations, and Replacement Actions for Cancellations

1. Coverage.

This chapter provides instructions for processing personnel actions that provide interim relief for employees who prevail in initial actions before the Merit Systems Protection Board, for actions that correct or cancel previously issued actions, and ones that replace cancelled actions. See Chapter 3 for more guidance on cancellations and retroactive personnel actions.

- Step and salary are wrong, for example, “highest previous rate” rule has been applied incorrectly on an appointment;
- (5) Employee's retirement coverage is wrong, for example, is shown as “FICA & FERS” instead of “FICA & CSRS (Partial);” or
- Tenure, Annuitant Indicator, or another block on the Standard Form 50 is documented incorrectly.

2. Definitions.

a. A correction changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it just changes the way in which it occurred or was documented. The following are examples of situations in which a correction is necessary:

- Nature of action is wrong, for example, appointment is documented as “Reinstatement-Career” and should be “Reinstatement-Career Conditional;”
- Legal authority is wrong, for example, authority indicates action is based on reclassification when it is the result of a career ladder promotion;
- Required remarks have been omitted from the action or there is an error in the remarks that are documented;

b. A cancellation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and that should not have been recorded. The following are examples of situations in which a cancellation is necessary:

- A decision orders an action to be rescinded, withdrawn or, expunged.
- An appointing officer determines an action should never have occurred, for example, Within-grade Increase to GS-5/5 was processed when employee had completed only 52 (instead of the required 104) weeks of service at GS-5/4;
- Employee requests reconsideration of negative within-grade increase determination and the negative determination (documented with 888/Denial of WGI) is overturned;

- Appointment is void because of an absolute statutory bar to it or because employee was guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter;
- Change in tenure group, annual comparability pay adjustment, and realignment actions show employee to be at GS-5 when change to lower grade from GS-6 to GS-5 has been cancelled (cancelled actions must be replaced with ones showing employee to be at GS-6); or
- Resignation Standard Form 50 of an employee who is serving an initial appointment probationary period shows “Agency Finding: Resigned after receiving written notice of pending separation for misconduct.” (Since the appointment does not afford appeal rights, no “agency finding” or reasons may be placed on his resignation. The cancelled action must be replaced with one from which the “agency finding” has been deleted).

c. A replacement action is one that takes the place of a cancelled Standard Form 50 when:

- Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or
- The original action was cancelled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or

- The original was cancelled because it in some way reflected the effects of another personnel action that was also cancelled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was cancelled).

d. A newly-required action is one required as a result of a decision or a cancellation. For example, a change to lower grade is cancelled, thus returning employee to his or her prior grade. If the employee would have received a within-grade increase (WGI) if he or she had remained in the prior grade, the action to document the WGI is a newly-required action.

e. A decision For purposes of this **Guide**, a decision is (1) a Court Order; or (2) a decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or (3) an arbitral award, or a decision of an agency head which adopts the recommendations of an agency factfinder; or (4) a settlement agreement between an individual and an agency under circumstances other than those above.

3. Standard Form 50 Preparation.

a. The employee's current servicing personnel office is responsible for preparing cancellation actions, correction actions, replacement actions and newly required actions—regardless of where the

person was employed on the date when the action was or should have been effective. This means that the agency that finds an error on a personnel action processes an 002/Correction action to correct it, no matter when and by whom the error was made. Use Table 32-A, 32-B, and 32-C to determine when actions are required, the number of actions that must be processed, and the Standard Form 50 items that must be completed.

b. Identify in block 47 (Agency Code) and 48 (Personnel Office), the agency that prepares the cancellation, correction, or replacement action; show in block 49 (Approval Date) the date on which the cancellation, correction, or replacement action is approved.

4. Correction Actions.

a. If an error appears on only one Standard Form (SF) 50, process a single 002/Correction to change that SF 50. If an error appears on more than one SF 50, you may *either* process an 002/Correction for each SF 50 on which the error appears *or* you may prepare a single 002/Correction to change the most recent SF 50 on which the error appears. If you prepare a single correction, use remark C12 to identify the other SFs 50 to which the correction applies. Follow instructions in Figure 32-1 to complete the SF 52/50.

b. Determine if the correction action affects any other personnel action(s) in the Official Personnel Folder, or has an effect on the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the

Folder to see if they contain incorrect data. If so, correct the actions and records. Consult the Privacy Act specialist in your office for the proper procedures.

c. Check **The Guide to Personnel Recordkeeping** to determine if any of the documents submitted 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.

d. Distribute Standard Form (SF) 50 copies according to agency instructions. When the correction is of an action effected by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action. Ask that it be forwarded to the appropriate offices for action, for example, to the payroll office. Also send copies of any other forms related to that action. If the original action was filed on the right side of employee's Official Personnel Folder (OPF), file the correction on top of the action that it corrects. (Make sure that all entries on the SF 50 copy that is placed in the employee's OPF are readable).

5. Cancellation Actions.

a. Follow instructions in Figure 32-2 to complete the Standard Forms 52 and 50.

b. Determine if the cancellation action affects any other personnel action(s) in the Official Personnel Folder or has an effect on the employee's benefits, such as life

insurance or health benefits. Also, review any other forms or documents in the Folder to see if they now contain erroneous information. If so, take the necessary action to assure that actions and records contain accurate information. Consult the Privacy Act specialist in your office for the proper procedures.

c. Follow your agency's instructions to change the record in your agency's service record system, making sure to delete all actions or items referring to a cancelled action. When a replacement action is required to erase the effects of a cancelled action, record only the replacement action, making no reference to the cancelled action.

d. Unless specifically instructed to do so by the agency that issued the decision, do not file the cancellation Standard Form (SF) 50 in the Official Personnel Folder (OPF). Instead, remove from the OPF the personnel action (SF 50) being cancelled, the related SF 52, and supporting documents. If the cancellation results from an appeal, grievance, or complaint, file the OPF copy of the cancellation SF 50 (as well as the material removed from the OPF) in the appeal, grievance, or complaint file. Otherwise, destroy the material removed from the OPF. *(Note: When an employee is appointed improperly through no fault of his or her own and the Office of Personnel Management cannot regularize the appointment, the agency must separate the employee. The Comptroller General has ruled that in these cases, if the employee served in good faith, he or she does not lose the pay and service credit earned on the improper appointment. To ensure that employee receives credit for this service in the future, retain both the*

original SF 50 and the cancellation action in the Folder.

e. Distribute the remaining Standard Form (SF) 50 copies according to agency instructions. When the cancellation is of an action effected by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action and ask that it be forwarded to the appropriate offices, for example, the payroll office. Send with the SF 50 a copy of the decision that was the basis for the action, as well as the payroll copy of any other forms related to the action.

6. Newly Required and Replacement Actions.

a. When an action is newly required by a decision, or is a replacement for a cancelled action, use Table 32-A, Table 32-G, and the chapter that covers the action to be processed to select the nature of action, legal authority and remarks. For example, if a Within-grade Increase is newly required, follow the instructions in Table 32-A, Table 32-G, and in Chapter 17; if a Reassignment action replaces a Removal that has been cancelled, follow the instructions in Tables 32-A and 32-G and in Chapter 14. *Never place, on a newly required or a replacement action, any references to the appeal, complaint, or decision that resulted in the need for the action.* (Always use the current edition of the Standard Form 50 and the instructions in the **Guide** to process replacement and newly-required actions.)

b. If, on the effective date of the action, the agency would not have had an appropriate authority to take the necessary action (for example, the decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), cite "HAM/Reg. 250.101" as the legal authority. This is a general "do-what-the-decision-says" authority. Its use avoids the need to cite a specific order or decision that would identify more specifically the employee's original

complaint and result in irrelevant information being placed on the Standard Form 50 and in the Official Personnel Folder. This protects the employee's privacy and satisfies the usual intent of decisions.

7. Actions to Provide Interim Relief.

Follow instructions in Figure 32-3 to process actions to provide interim relief.

Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Action has been determined to be improper	It must be rescinded, withdrawn, or expunged from employee's records	Issue 001/Cancellation.	
2	Errors appear in Standard Form (SF) 50 data that are required by, or that are reported to the Office of Personnel Management (OPM)		Issue 002/Correction.	
3		Errors appear in the "Remarks" block	Issue 002/Correction, showing <i>only</i> the correct remarks.	Make <i>no</i> reference on the action to the incorrect remarks.
4		The exact same error(s) appear(s) on more than one previous action	Issue 002/Correction for the most recent SF 50 on which the error(s) appear(s).	Make sure that all entries on the correction pertain to the action identified by the nature of action on the correction.
5	Errors appear only in SF 50 information that is <i>not</i> required by or reported to OPM (the position number or appropriation code)		Correction SF 50 is <i>not</i> required by OPM.	The error may be corrected in pen and ink on the Official Personnel Folder copy of the SF 50, or the agency may correct the errors on an SF 50 with a 900 series nature of action.

**Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)
(Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
6	A correction action should not have been processed because data on the original action were correct		Issue a second 002 action to correct the <i>original</i> action.	Use remark code C11 to indicate that the item is being corrected from the documentation on the first correction. For example: The Service Computation Date (SCD) on a 130/Transfer was 04-09-80. An 002/Correction was issued to change it to 04-12-80. Now you decide that the original SCD was correct. Prepare another correction with 002/Correction in blocks 5A-B and 130/Transfer in blocks 6A-B. Enter in Remarks: "Corrects item 31 from 04-12-80."
7	Action that was cancelled must be replaced		Issue Standard Form 50 with the nature of action, authority, and effective date that would have been used if action had been processed properly to begin with. Identify in blocks 46-50 the office that processes the replacement action, the date it is approved by the appointing official in that office, and the title of that official.	Make <i>no</i> reference to the action that was cancelled or to the reason for the replacement action.

**Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)
(Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
8	Action is newly required as a result of a cancellation		Prepare action using the nature of action, authority, and effective date that would have been used if action had been processed as it should have been. Enter in block 49 the date on which the appointing official actually approved the newly required action.	Make <i>no</i> reference to the reason the action is just now being processed.

NOTES:

1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this **Guide** even if the effective date of the original action or of a newly required action is earlier than 01/01/82.
2. Pen and ink corrections may be made to correct Standard Form (SF) 50 information that is not required by or reported to the Office of Personnel Management (OPM). However, *under no circumstances* may an agency “x” out or use pencil, pen and ink, “white-out” or erasures to correct SF 50 information that is required by, or reported to, OPM.

Table 32-B. Actions to Effect Cancellations and Corrections

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Only one action was processed on the original Standard Form (SF) 50	That action needs to be cancelled	Process one 001/ Cancellation action	Remove action being cancelled from the Official Personnel Folder (OPF) and place with OPF copy of the Cancellation SF 50 in the appropriate subject file (for example, if cancellation is the result of a decision on an adverse action appeal, place in subject file for the appeal) (see Note to this table)
2		That action needs to be corrected	Process one 002/ Correction action	File OPF copy of correction in OPF on top of action it corrects.
3	Two actions were processed on the original SF 50	Both actions need to be cancelled	Process two SFs 50—an 001/Cancellation action for each of the actions on the original SF 50.	Remove actions being cancelled from OPF and place with OPF copies of the Cancellation SFs 50 in the appropriate subject file (e.g., if cancellations are the result of a decision on an adverse action appeal, place in subject file for the appeal) (see Note to this table)
4		Only one action needs to be cancelled		Prepare a replacement SF 50 to provide a record of the “good” action. Remove original SFs 50 from OPF (see Rule 3 above) and file replacement SF 50 in OPF.

Table 32-B. Actions to Effect Cancellations and Corrections (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
5	Two actions were processed on the original Standard Form (SF) 50	The errors or omissions appear <i>only</i> in blocks 5A-5F (first nature of action and authority) or 45 (remarks)	Process one 002/ Correction action	File the Official Personnel Folder (OPF) copy of the correction in the OPF on top of the SF 50 it corrects.
6		The errors or omissions appear <i>only</i> in blocks 6A-6F (second nature of action and authority) or 45 (remarks)		
7		The errors or omissions appear in both blocks 5A-5F and 6A-6F (first and second natures of action and authorities)	Process two 002/ Correction actions	
8		The errors or omissions appear in blocks 1-4, >7-44<, or 46-50		

NOTE: When employee is entitled to credit for service on an improper appointment, retain both the original SF 50 and the cancellation action in the folder. See paragraph 5d of this chapter.

Table 32-C. Completion of Standard Form 50 for Cancellations and Corrections

<i>R U L E</i>	<i>If</i>	<i>Then</i>
1	Action being corrected is an appointment	Prepare complete Standard Form (SF) 50. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF 50 data being corrected and enter them in block 45. “Good” remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF 50. (See Notes 1 and 2 of this table.)
2	Action being corrected is a conversion to an appointment	
3	Action being corrected is not described in Rules 1 and 2	Correction can be processed with either a “skeletonized” SF 50 or a complete SF 50. When a “skeletonized” SF 50 is used, complete the following blocks: 1. Name 2. SSN 3. Date of Birth 4. Effective date of action being corrected 5-A. (enter “002”) 5-B. (enter “Correction”) 6A-6B (enter correct nature of action and code for action being corrected) 6C-6F (enter correct authorities and codes for action being corrected) Any blocks in which information is being corrected. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF 50 data being corrected and enter them in block 45. “Good” remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF 50. 46-47 Employing department or agency and code 48 Personnel Office ID 49-50 Signature, title, and date (See Notes 1 and 2 of this table.)
4		

**Table 32-C. Completion of Standard Form 50 for Cancellations and Corrections
(Continued)**

<i>R U L E</i>	<i>If</i>	<i>Then</i>
5	Action is being cancelled	<p>A “skeleton” Standard Form 50 may be used. Only the following blocks must be completed:</p> <ol style="list-style-type: none"> 1. Name 2. SSN 3. Date of Birth 4. (enter effective date shown on original action) 5-A (enter “001”) 5-B (enter “Cancellation”) 5C-5F (enter authorities and codes for the cancellation) 6A-6B (enter nature of action and code of action being cancelled) 45 Remarks 46-47 Employing department or agency and code 48 Personnel Office ID 49-50 Signature, title, and date <p>(See Notes 1 and 2 of this table.)</p>

NOTES:

1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, *not* the one that processed the action.
2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If a Standard Form (SF) 52 was used, this usually will be the date on which the appointing official signed block C2 of the SF 52.

Table 32-D. Remarks Required on Correction Actions

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

Table 32-D. Remarks Required on Correction Actions (Continued)

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

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

Table 32-E. Authority and Authority Code Required on Cancellation Actions

<i>R U L E</i>	<i>If the cancellation is ordered or directed by</i>	<i>And the employee</i>	<i>Then Auth Code is</i>	<i>Authority is</i>
1	The Merit Systems Protection Board (MSPB)	Is entitled to backpay	AGM and VWL	(Cite the MSPB decision number and date) and 5 U.S.C. 5596
2		Is not entitled to backpay	AGM	(Cite the MSPB decision number and date)
3	The Office of Personnel Management (OPM)	Is entitled to backpay	ADM and VWL	(Cite OPM directive and date) and 5 U.S.C. 5596
4		Is not entitled to backpay	ADM	(Cite OPM directive and date)
5	The Equal Employment Opportunity Commission (EEOC)	Is entitled to backpay	ARM and VWL	(Cite EEOC decision number and date) and 5 U.S.C. 5596
6		Is not entitled to backpay	ARM	(Cite EEOC decision number and date)
7	A court or an agreed- upon out-of-court settlement	Is entitled to backpay	ASM and VWL	(Cite the court decision number and (date) and 5 U.S.C. 5596
8		Is not entitled to backpay	ASM	(Cite the court decision number and date)
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to backpay	AXM and VWL	(Cite the official decision and date) and 5 U.S.C. 5596
10		Is not entitled to backpay	AXM	(Cite the official decision and date)

**Table 32-E. Authority and Authority Code Required on Cancellation Actions
(Continued)**

<i>R U L E</i>	<i>If the cancellation is ordered or directed by</i>	<i>And the employee</i>	<i>Then Auth Code is</i>	<i>Authority is</i>
11	The head of the employing agency or his or her designee	Is entitled to backpay	UNM and VWL	(Cite agency directive or order, and date) and 5 U.S.C. 5596
12		Is not entitled to backpay	UNM	(Cite agency directive or order, and date)
13	An appointing officer under his or her delegated authority to take action on personnel matters, including the cancellation of actions that were processed in error	Is entitled to backpay	ATM and VWL	5 U.S.C. 302 and 5 U.S.C. 5596
14		Is not entitled to backpay	ATM	5 U.S.C. 302

Table 32-F. Remarks Required on Cancellation Actions

<i>R U L E</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>	
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28	
2			Not entitled to back pay	C02	
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28	
4			Not entitled to back pay	C03	
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28	
6			Not entitled to back pay	C03	
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28	
8			Not entitled to back pay	C07	
9		Resignation		C14	
10		Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27
11				Not entitled to back pay	C06
12	Retroactive change to intermediate grade		Entitled to back pay	C04 and C27	
13			Not entitled to back pay	C04	

Table 32-F. Remarks Required on Cancellation Actions (Continued)

<i>R U L E</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28
15			Not entitled to back pay	C14
16	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized"	Cancellation of the entire action	Entitled to back pay	C14, C27, C28
17			Not entitled to back pay	C14 and C28
18		Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27
20			Not entitled to back pay	C14

NOTES:

1. If a replacement Standard Form 50 is prepared, see Table 32-G.
2. See Table 32-H to translate codes into actual remarks.

Table 32-G. Remarks Required on Replacement and Newly Required Actions

<i>R U L E</i>	<i>If the SF 50 is a</i>	<i>And is prepared by</i>	<i>Then Use Remarks Codes (See Note below)</i>
1	Replacement action	The same office that issued the action being cancelled	C15
2		A different office than the one that issued the action being cancelled	C15, C16
3	Newly required action	The same office that serviced the employee on the effective date of the action	[none]
4		A different office than the one that serviced the employee on the effective date of the action.	C16

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

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

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

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

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

NOTES:

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

Figure 32-1. Special Instructions for Processing Correction Actions

Note: Pen and ink corrections may be made to correct Standard Form (SF) 50 information that is not required by or reported to the Office of Personnel Management (OPM.) However, *under no circumstances* may an agency “x” out or use pencil, pen and ink, “white-out,” or erasures to correct SF 50 information that is required by or reported to OPM.

Nature of Action

- The nature of action and code for all corrections are 002 CORRECTION plus the nature of action and code of the action being corrected. For example, if a promotion is being corrected, enter the following in blocks 5A and 5B and 6A and 6B of the Standard Form 52:

5A	5B	6A	6B
002	Correction	702	Promotion

- If the nature of action and code on the original SF 50 are being corrected, show the correct nature of action and code in blocks 6A and 6B. Then, explain the correction in the remarks block on the SF 50. For example: “Correct items 6A and 6B (items 5A and 5B on original action) from 703/Promotion NTE.” When the action being corrected was effective prior to the implementation of this **Guide**, the nature of action and code being corrected may not be ones that are still in use. When this happens, use remark C30: “Nature of action and code shown on original action are no longer in use.”

Authority

- No authorities or codes are needed in blocks 5C–5F.
- Enter the authority code and authority of the action being corrected in blocks 6C–6F. If there is no correction to the code or authority, repeat these entries as they appeared on the original action. When the action being corrected was effective prior to the implementation of this **Guide**, it will not have had an authority code and may not have had an authority. When this happens, use the code and authority that are required for the current actions processed under the instructions in this **Guide**. If the authority(ies) or code(s) are being corrected, enter the correct one(s) in blocks 6C–6F and use remark number C11 to explain what was corrected. For example: “Corrects items 6C and 6D (5C and 5D on original action) from MUM Reg. 316.401.”

Effective Date

- With one exception, the effective date is the same as that shown on the original SF 50 (the one being corrected). Exception: if the effective date on the original SF 50 was wrong, show the correct effective date in block 4 on the correction SF 50. Then, explain the correction in the remarks block on the SF 50. Example: “Corrects item 4 from 05-13-89.”

Figure 32-1. Special Instructions for Processing Correction Actions—Continued

Remarks	<ul style="list-style-type: none"> • Use Table 32-D to select required remarks to explain the correction(s). • When a remark is corrected or deleted, enter remark C18 in block 45 to explain. Example: “Corrects item 45 to read:” Use the chapter that covers the original action to determine the remarks that are required. • When block numbers on the original action differ from the block numbers in which the corrected data appear, reference both numbers in the remarks that are used to explain the correction; list first the block number in which the data appear on the correction action and then, in parentheses, the block number in which the data appeared on the original action.
Examples:	<ul style="list-style-type: none"> • “Corrects items 6A and 6B (5A and 5B on original action) from. . . .” “Corrects item 45 (37 on original action) to read. . . .”
Other Standard Form (SF) 50 Data Elements	<ul style="list-style-type: none"> • If an error appeared in an SF 50 data element other than one listed above, enter the correct information in the corresponding block on the correction action. Use remark C11 to explain each correction, and repeat the remark for each block being corrected. Example: “Corrects item 31 from ‘05-18-61.’ Corrects item ‘24’ from ‘2.’ Corrects item 32 from ‘P Part-time.’ ”

Figure 32-2. Special Instructions for Processing Cancellation Actions

- Nature of Action
- The nature of action and code for all cancellations are 001 CANCELLATION, plus the nature of action and code of the action being cancelled. For example, if a suspension is being cancelled, enter the following in blocks 5A and 5B and 6A and 6B of the SF 52:

<u>5A</u>	<u>5B</u>	<u>6A</u>	<u>6B</u>
001	Cancellation	450	Suspension NTE (date)

- Authority
- Use Table 32-E to select the appropriate authority and code; enter them in blocks 5C-5F.
- Remarks
- Use Table 32-F to select the appropriate remarks to explain the cancellation action. Do not repeat the remarks from the original Standard Form 50 (the one being cancelled) on the cancellation.

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Figure 32-3. Actions to Provide Interim Relief

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>1. Employee who was separated is placed in pay and duty status</p>	<p>Process Standard Form (SF) 50 for a 199/Interim Appt, using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure). Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.)</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.</p>
<p>2. Employee who was separated is placed in paid <i>nonduty</i> status because agency determines their return to duty or presence would be unduly disruptive to the work environment.</p>	<p>Process SF 50 for 198/Interim Appt in Nonduty Status, using R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>		

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
3. Civil Service Retirement System or Federal Employees' Retirement System annuitant is brought back in pay and duty status	Process Standard Form (SF 50) for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, and 4 of this figure.)	Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4 of this figure.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4 of this figure.)

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>4. Civil Service Retirement System or Federal Employees Retirement System annuitant is brought back in paid <i>nonduty</i> status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.</p>	<p>Process Standard Form (SF) 50 for 198/Interim Appt in Nonduty Status, suing R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, and 4 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4 of this figure.)</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4 of this figure.)</p>
<p>5. Appellant who was an applicant for employment is placed in pay and duty status.</p>	<p>Process Standard Form (SF 50) for a 199/Interim Appt, using R9N/Reg. 772.102(a) as the authority. Show the tenure, FEGLI, and retirement that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. (See Note 3 of this figure.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.</p>

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
6. Appellant who was an applicant for employment is placed in paid <i>nonduty</i> status because agency determines their presence would be unduly disruptive to the work environment.	Process Standard Form (SF 50) for a 198/Interim Appt , using R9R/5 CFR part 772 as the authority. Show tenure, FEGLI, retirement, and position occupied code that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB.	Cancel the SF 50 that provided interim relief and all subsequent ones. (See Note 3 of this figure.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>7. Employee who was placed in nonpay/nonduty status (e.g., was suspended) is being returned to pay and duty status</p>	<p>Process Standard Form (SF 50) for 292/RTD, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25/this action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3 of this figure.) Process all actions that should have occurred as the result of the decision.</p>	<p>—If employee already would have returned to duty, cancel the SF 50 that provided interim relief. Replace it with a 292/RTD SF 50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF 50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. —If employee would still be in nonpay/nonduty status had he or she not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.</p>

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
8. Employee who was placed in nonpay/nonduty status is being returned to pay status but not to duty status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process Standard Form (SF 50) for 293/Return to Pay Status , using R9R/5 CFR part 772 as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)	Cancel SF 50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3 of this figure.) Process all actions that should have occurred as the result of the decision.	—If employee already would have returned to duty, cancel the SF 50 that provided interim relief. Replace it with a 292/RTD SF 50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF 50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. —If employee would still be in nonpay/nonduty status had he or she not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>9. Employee appealed denial of a General Schedule within-grade increase (WGI)</p>	<p>Process Standard Form (SF 50) for an 867/Interim WGI, using Q9K/Reg. 531.414(a) as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)</p>	<p>Cancel this SF 50 and replace it with an 893/WGI effective on the date of the appellate decision ordering interim relief. Use Table 17-A to select the authority code and authority. Cancel any SF's 50 showing the step/salary resulting from the decision. (See Note 3 of this figure.)</p>	<p>Process SF 50 for an 868/Termination of Interim WGI, using Q9M/Reg. 531.414(e) as the authority. Show in blocks 19 & 20 the step employee held prior to the 867 action and the salary for that step. Effective date is the date of the Merit Systems Protection Board's decision. Cite in block 45 remark N61/Per Reg. 531.203(d)(2)(vi), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.</p>

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
10. Employee who remained on the rolls in pay and duty status appealed another action (for example, change to lower grade) or agency's failure to take an action (for example, failure to promote)	Process Standard Form (SF 50) for action directed by the decision, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)	Cancel the SF 50 that provided interim relief. (See Note 3 of this figure.) —If employee appealed an action that occurred (for example, change to lower grade), cancel it and all subsequent actions. Replace with the action that should have occurred; process all other actions that should have occurred since that date. —If employee appealed agency's failure to take an action (e.g., failure to promote), process action ordered by final decision, as well as all others that should have occurred since that date. Cancel all SF's 50 processed since that date that do not reflect the decision.	Process SF 50 to return employee to pre-decision status (for example, change to lower grade if decision moved employee to a higher grade or reassignment if it moved employee to a different position at the same grade.) Cite as the authority R9P/Reg. 772.102(b) .

1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.
2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See **The Federal Employees Group Life Insurance Handbook**.
3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.
4. To notify the Office of Personnel Management, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF 50 that documented the interim appointment, the SF 50 that documented the termination, or of the ones that documented cancellation of the interim relief and of the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001.