

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 61

*** 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. Unless an effective date is specified for a particular change within the table of the Summary of Changes that begins on the next page, 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	
6-19 thru 6-20	Update 49 February 1, 2009	6-19 thru 6-20	1) Updates reference from “Central Personnel Data File” to “Enterprise Human Resources Integration” in Section 2-7a. 2) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to “FERS-RAE” in Section 2-7b(2)(a).
9-31 thru 9-32	Update 60 October 18, 2012	9-31 thru 9-32	The Pathways Programs transition period expired on January 6, 2013, and consistent with such legal authority LAT/Reg. 362.110-Term is abolished effective as of the expiration date of the transition period. Accordingly, rules 16 and 17 and note 3 of Table 9-F are abolished.
9-39 thru 9-40	Update 60 October 18, 2012	9-39 thru 9-40	The Pathways Programs transition period expired on January 6, 2013, and consistent with such legal authorities LAR/Reg. 362.110-Fellow and LAS/Reg. 362.110-SEEP/SCEP are abolished effective as of the expiration date of the transition period. Accordingly, rules 61 thru 64 and notes 3, 4, and 5 of Table 9-G are abolished.
9-51 thru 9-52	Update 50 June 7, 2009	9-51 thru 9-52	1) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to the following new codes to the second column of rule 56 of Table 9-I: KR, LR, MR, and NR. 2) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 updates the text for remark code M45 to reference “FERS-RAE” as reflected in the last column of rule 56 of Table 9-I.
9-55 thru 9-56	Update 59 July 10, 2012	9-55 thru 9-56	The Pathways Programs transition period expired on January 6, 2013, and consistent with such remark codes A40 and A41 are abolished effective as of the expiration date of the transition period. Accordingly, rules 75 and 76 of Table 9-I are abolished.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-31 thru 10-32	Update 60 October 18, 2012	10-31 thru 10-32	The Pathways Programs transition period expired on January 6, 2013, and consistent with such legal authority MAG/Reg. 362-110 is abolished effective as of the expiration date of the transition period. Accordingly, rules 44 and 45 and note 7 of Table 10-E are abolished.
10-53 thru 10-54	Update 50 June 7, 2009	10-53 thru 10-54	1) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to the following new codes to the second column of rule 50 of Table 10-I: KR, LR, MR, and NR. 2) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 updates the text for remark code M45 to reference “FERS-RAE” as reflected in the last column of rule 50 of Table 10-I.
11-13 thru 11-14	Update 59 July 10, 2012	11-13 thru 11-14	Adds reference to new Note 7 within rules 16 thru 23 of Table 11-A.
11-17 thru 11-18	Update 60 October 18, 2012	11-17 thru 11-18	1) The Pathways Programs transition period expired on January 6, 2013, and consistent with such legal authorities YEF/Sch D, 213.3402(a) -SCEP; YEG/Sch D, 213.3402(a) -STEP; and YEH/Sch D, 213.3402(c)-PMF are abolished effective as of the expiration date of the transition period. Accordingly, rules 45 thru 47 of Table 11-A are abolished. 2) The Pathways Programs transition period expired on January 6, 2013, and consistent with such rule 52 of Table 11-A is abolished effective as of the expiration date of the transition period; however legal authority YEA remains a valid authority for other rules as described in Chapter 11. Existing rule 53 is renumbered as rule 52.

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-17 thru 11-18	Update 60 October 18, 2012	11-17 thru 11-18	3) The Pathways Programs transition period expired on January 6, 2013, and consistent with such existing Note 7 at the end of Table 11-A is deleted as of the expiration date of the transition period. 4) Adds new Note 7 regarding applicable tenure group for rules 16 thru 23 of Table 11-A.
11-33 thru 11-34	Update 45 August 6, 2006	11-33 thru 11-34	1) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to the following new codes to the second column of rule 67 of Table 11-C: KR, LR, MR, and NR. 2) Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 updates the text for remark code M45 to reference "FERS-RAE" as reflected in the last column of rule 67 of Table 11-C. 3) Corrects typographical error in the third column of rule 67 from "rule 65" to "rule 66".
13-13 thru 13-14	Update 50 June 7, 2009	13-13 thru 13-14	Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to the following new codes to the second column of rule 11 of Table 13-C: KR, LR, MR, and NR.
13-17	Update 50 June 7, 2009	13-17	Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 updates the text for remark code M45 to reference "FERS-RAE" as reflected in the last column of rule 16 of Table 13-D.
28-9 thru 28-10	Update 47 December 23, 2007	28-9 thru 28-10	Effective January 1, 2013, per Pub. L. 112-96, Sec. 5001 adds reference to "FERS-RAE" in columns two and three of rule 6 of Table 28-B and updates the text for remark code M45 as reflected in the last column of this rule.

documented on the Standard Form 144A or an agency equivalent form.

(1) There are exceptions to this requirement. Separate documentation is not required when an agency processes personnel actions that change the Service Computation Date-Leave because of excess nonpay or service on an intermittent work schedule. Agency personnel and payroll systems generally do these types of calculations. Remarks on the personnel actions document the amount of service being credited.

(2) Agency equivalent forms may be variations on the Standard Form 144A or printouts from computer programs that calculate service computation dates. In all cases, the documentation should show:

- what periods of service were evaluated;
- what periods of service were determined to be creditable for leave accrual purposes;
- the amount of time credited for each period of service; and
- the calculations used to compute the Service Computation Date-Leave.

c. Supporting documentation.

Copies of documents used to claim or verify service not otherwise found in the Official Personnel Folder should be attached to the Standard Form 144-A or equivalent form.

d. Filing.

(1) Standard Form (SF) 144-A or equivalent and the supporting documents should be filed on the right side of the Official Personnel Folder. It should be filed directly under the personnel action that reflects the Service Computation Date-Leave on the form. For example, the SF 144-A for the initial appointment should be filed directly under the SF 50, Notification of Personnel Action, documenting the appointment.

(2) The Standard Form 144, Statement of Prior Federal Service, should be filed according to agency instructions.

2-7. Retirement-Related Data.

a. Creditable military service is reported in remark M39 and to >Enterprise Human Resource Integration.< This remark is required on all accessions and conversions (natures of action in the 1xx and 5xx series). It is the total number of years and months of military service that is creditable for annual leave accrual purposes. It is calculated by adding together the periods of active military service that were credited in computing the employee's Service Computation Date-Leave. Except for military retirees, this is generally the amount of active duty shown on the final DD 214. Days are dropped; for example, if the employee had 4 years, 3 months, and 25 days of creditable military service, the amount in remark M39 would be "04-03." If the employee had no *creditable* military service, enter "00-00" or "none" in the remark.

b. Frozen service is reported in remark M38 and to the Central Personnel Data File. This remark is required on accessions, conversions, and Changes in Retirement (natures of action in the 1xx and 5xx series and 803) when the employee's retirement plan code is "C," "E," "K," "L," "M," or "N." If the retirement plan code is *not* one of those listed, do *not* use remark M38.

(1) Definition. Frozen service is the total number of years and months of civilian and military service that is creditable in a Civil Service Retirement System (CSRS) component of an employee covered by the CSRS Offset or the Federal Employees' Retirement System (FERS). The amount of

service is computed when the employee first becomes covered by the CSRS Offset or elects FERS. Once computed, it never changes.

(2) Computing frozen service.

(a) Frozen service is always *zero* if the employee:

- is *automatically* covered by the Federal Employees' Retirement System (FERS) >or FERS-RAE;< OR
- has less than 5 years of creditable *civilian* service before becoming subject to Civil Service Retirement System Offset (retirement plan codes C and E);
OR
- has less than 5 years of creditable *civilian* service before *electing* FERS coverage.

Enter "00-00" or "none" in remark M38 for these employees.

(b) For other employees, frozen service is computed by subtracting the beginning date from the ending date of each continuous period of service that would be creditable for Civil Service Retirement System (CSRS) purposes. All service is then added together and converted to years and months. Days are dropped. Service under CSRS Offset is not included.

Example:

An employee has two periods of prior civilian service and one period of military service when first covered by CSRS Offset. Service includes:

- 11-20-1974 thru 06-16-1975 civilian service under FICA;
- 09-03-1976 thru 12-12-1981 civilian service under CSRS;
- 10-06-1982 thru 06-15-1984 military service;
- 07-06-1990 appointment under CSRS

Offset.

All the periods of prior service could be creditable for CSRS purposes so all service before the 7/6/1990 appointment are frozen service. To compute the frozen service:

Step 1: Subtract the beginning date from the ending date for each period of service. Use the same rules as for computing the Service Computation Date-Leave, including adding one day for the separation date.

(1) 1975-06-17

$$\begin{array}{r} -1974-11-20 \\ 0-06-27 \end{array}$$

(2) 1981-12-12

$$\begin{array}{r} -1976-09-03 \\ 5-03-10 \end{array}$$

(3) 1984-06-16

$$\begin{array}{r} -1982-10-06 \\ 1-08-10 \end{array}$$

Step 2: Add all the periods of service.

$$\begin{array}{r} 0-06-27 \\ 5-03-10 \\ +1-08-10 \\ 6-17-47 \end{array}$$

Step 3: Convert the service to years and months. Using the same rules as for computing the Service Computation Date-Leave, 06-17-47 converts to 7-6-17. The days are dropped in reporting frozen service. The frozen service is reported as 7 years and 6 months or "07-06".

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 (“rare bird” type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702
2			Career-Conditional	501	Conv to Career-Cond Appt		
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.		Career	500	Conv to Career Appt	LBM	Reg. 315.604
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Employee completing at least three years of continuous service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg. 315.704
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more					LZM	Reg. 315.707
7			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (continued)

<i>R U L E</i>	<i>If the Selection is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note below)</i>
8	Conversion of an Intern serving on a term appointment under Reg. 362.107(a) – (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	Reg. 362.107(b) - Intern
9			Career	100	Career Appt		
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond Appt		
11			Career	500	Conv to Career Appt		
12	Conversion of a Recent Graduate serving on a term appointment under Reg. 362.107(a) – (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG
13			Career	500	Career Appt		
14	Conversion of Fellow serving on a term appointment under Reg. 362.107(a) – (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAH	Reg. 362.107(b) - PMF
15			Career	500	Career Appt		
16	***						
17	***						

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. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.
3. ***

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (Continued)

<i>R U L E</i>	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority is (See Note 1 of this table)</i>
55	Service under the Internship Program	Is not on your agency's rolls	Career	100	Career Appt	LAK	Reg. 315.713(a)(1)
56			Career-Conditional	101	Career-Cond Appt		
57	Service under the Recent Graduates Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAL	Reg. 315.713(a)(2)
58			Career-Conditional	501	Conv to Career- Cond Appt		
59	Service under the Presidential Management Fellows Program	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAP	Reg. 315.713(a)(3)
60			Career-Conditional	501	Conv to Career- Cond Appt		
61	***						
62	***						
63	***						
64	***						

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (Continued)

<i>R U L E</i>	<i>If the Appointment is Based on</i>	<i>And the Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority is (See Note 1 of this table)</i>
65	Eligibility for a status appointment under an Executive Order and the circumstance is not covered by any of the preceding rules of this table	Is not on your agency's rolls	Career	100	Career Appt	ZLM	(Cite Law, E.O., or Reg. that authorizes the appointment or conversion) (see Note 2 of this table)
66			Career-Conditional	101	Career-Cond Appt		
67		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
68			Career-Conditional	501	Conv to Career-Cond Appt		
69	Circumstances or an authority not described in Rules 1-68	Is not on your agency's rolls	Career	100	Career Appt		
70			Career-Conditional	101	Career-Cond Appt		
71		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
72			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. For appointees to senior level (pay plan SL) positions, cite as the authority "5 U.S.C. 5376 and (agency certificate #)."
3. ***
4. ***
5. ***

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		X40	Employee is entitled to pay retention.
44	Employee is entitled to pay retention under 5 U.S.C. 5363			
45		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.
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	Employee's retirement code will be "K," "L," "M," "N", ">"KR", "LR", "MR" or "NR"<	Rule 55 does not apply	M45	Employee is automatically covered under FERS >or FERS-RAE.<
57	Employee has elected to retain coverage under a retirement system for non-appropriated fund instrumentality (NAFI) employees		B63	Elected to retain coverage under a retirement system for NAF employees.
58	Conversion is from intermittent employment without compensation (WC)		G29	Intermittent employment totaled (number) hours in work status from (date) to (date).

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
72	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 8 of this table)
73	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
74	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

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>
75	***			
76	***			

NOTES:

1. Reserved.
2. Reserved
3. Be sure to attach to the employee copy of the Standard Form 50, Notification of Personnel Action, and a copy of the employment or working agreement.
4. Use this remark in addition to those required by Rules 36-38.
5. Reserved.
6. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
7. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
8. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

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>
38	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
39		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
40	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Internship Program (see note 6)	Is not an employee of your agency	108	Term Appt NTE (date)	MAB	Reg. 362.107(a) – Intern
41		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
42	Based on eligibility for employment in the competitive service under Reg. 362.107(a) after successful completion of the Recent Graduates Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAC	Reg. 362.107(a) –RG
43	Based on eligibility for employment in the competitive service Reg. 362.107(a) after successful completion of the Presidential Management Fellows Program (see notes 5 and 6)	Is already employed in your agency	508	Conv to Term Appt NTE (date)	MAF	Reg. 362.107(a) - PMF

Table 10-E. Term Appointment, continued

<i>RULE</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>
44	***					
45	***					
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

5. Recent Graduates or Presidential Management Fellows may be converted only within the employing agency. Agencies may not convert Recent Graduates or Presidential Management Fellows from other agencies.
6. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.
7. ***

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	Employee's retirement code will be "K," "L," "M," "N," ">"KR", "LR", "MR", or "NR"<	Rule 49 does not apply	M45	Employee is automatically covered under FERS >or FERS-RAE.<
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.

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</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 Notes 1-4 of this table)</i>
12	Is converted from an SES career appointment under which the individual had guaranteed placement rights to an appointment in the excepted service	Is based on unacceptable performance during the SES probationary period	Is already on the rolls of your agency	570	Conv to Exc Appt	(Cite code for authority under which conversion is effected) and VDJ	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(a)
13		Is based on less than fully successful performance following the SES probationary period				(Cite code for authority under which conversion is effected) and VCS	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(1)
14		Is based on a reduction in force in the SES				(Cite code for authority under which conversion is effected) and VCT	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(2)
15		Is based on failure to be recertified in the SES				(Cite code for authority under which conversion is effected) and VCW	(Cite the authority under which the conversion is effected) and 5 U.S.C. 3594(b)(3)

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</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 Notes 1-4 of this table)</i>	
16	Is appointed by the President with the advice and consent of the Senate	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZNM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment with advice and consent of the Senate)	
17	>(see Note 7 of this table)<		Is already on the rolls of your agency	570	Conv to Exc Appt			
18	>(see Note 7 of this table)<		Is temporary	Is not on your agency's rolls	171			Exc Appt NTE (date)
19			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)			
20	Is appointed by the President when advice and consent of the Senate is not required	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	ZKM	(Enter Law, E.O., or Reg. that authorizes the Presidential appointment)	
21	>(see Note 7 of this table)<		Is already on the rolls of your agency	570	Conv to Exc Appt			
22	>(see Note 7 of this table)<		Is temporary	Is not on your agency's rolls	171			Exc Appt NTE (date)
23			Is already on the rolls of your agency	571	Conv to Exc Appt NTE (date)			
24	Is an expert or consultant appointed under the authority of 5 U.S.C. 3109 and agency's appropriation act or other statute	Is without time limitation	Is not on your agency's rolls	170	Exc Appt	H2L	Reg. 304.103	

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</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 Notes 1-4 of this table)</i>
41	Is employed as a Recent Graduate	Is under the Recent Graduates Program of the Pathways Programs	Is not on your agency's rolls	170	Exc Appt	YEB	Sch D, 213.3402(b)
42			Is already on the rolls of your agency	570	Conv to Exc Appt		
43	Is employed as a Presidential Management Fellow	Is under the Presidential Management Fellows Program of the Pathways Program	Is not on your agency's rolls	170	Exc Appt	YEC	Sch D, 213.3402(c)
44			Is already on the rolls of your agency	570	Conv to Exc Appt		
45	***						
46	***						
47	***						

Table 11-A. Excepted Appointments that are not Based on Exercise of Reemployment or Restoration Rights (Continued)

<i>R U L E</i>	<i>If the person</i>	<i>And the appointment</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 Notes 1-4 of this table)</i>
48	Is employed under the authority of any other law, Executive Order or Reg. not covered in the preceding rules of this Table (including Experts and Consultants employed under agency authority similar to that of 5 U.S.C. 3109)	Is without time limitation	Is not on your agency's rolls	170	Ext Appt	ZLM	(Enter Law, E.O., or Reg. that authorizes the appointment or conversion)
49			Is already on your agency's rolls	570	Conv to Exc Appt		
50		Is temporary	Is not on your agency's rolls	171	Exc Appt NTE (date)		
51			Is already on your agency's rolls	571	Conv to Exc Appt NTE (date)		
>52<	Is serving on an Exc Appt NTE that is not described in rule 52 above	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

NOTES:

- ZLM: Other Citation (Law, EO, 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 a Standard Form 59, Request for Approval of Non-Competitive Action, was obtained from the Office of Personnel Management for the action, also include with the authorities ABM: SF 59 approved (date). Cite ABM as the last authority.
- If appointment was made using special section priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this Table and ZLM, if used.
- 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, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.
- For information on [Schedule A, B, C, and D see part 213 of title 5, Code of Federal Regulation](#). For authority codes for Schedules A, B, C, and D see Figure 11-1, or [The Guide to Personnel Data Standards](#).
- Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
- These instructions apply only when the Veterans Recruitment Appointment is to a position in an excepted service agency or organization. When a Veterans Recruitment Appointment is made on a temporary basis to a position in the competitive service, follow the instructions in Chapter 10.
- >Employee is placed in tenure group 0.<

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>
51	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
52	Employee was entitled to grade retention under 5 U.S.C. 5362 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
53	Employee who is moved out of SES is entitled to a retained rate of pay higher than the pay of the position in which he or she is placed		X40	Employee is entitled to pay retention.
54	Employee is entitled to pay retention under 5 U.S.C. 5363			
55		Employee's salary is 150% of the maximum rate of the grade to which assigned	X41	Salary is 150% of maximum rate of grade, level, or band to which assigned.
56	Employee was entitled to pay retention under 5 U.S.C. 5363 on previous position	Employee has accepted a change to a lower grade position for personal cause	X49	Change to lower grade, level, or band is for personal cause.
57			X42	Pay retention entitlement is terminated.
58	Employee has been receiving severance pay or is eligible to begin receiving severance pay from another agency.	Is given a temporary appointment.	N24	Severance pay suspended by (agency paying the full severance pay) until termination of this appointment.
59		Appointment is not described in Rule 58	N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.

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

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

Table 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	Action is an appointment or a conversion to appointment under which employee's retirement code will be "K," "L," "M," "N", ">"KR", "LR", "MR", or "NR"<	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 >or FERS-RAE.<.
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.

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Table 28-B. Remarks to be shown on Standard Form 50 (Use as many remarks as applicable)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	A data element is changing		M74	Changes data element(s) in block(s) (list SF-50 block numbers.)
2	Employee will be covered under the Federal Employees Retirement System (“FERS”)		M38	Frozen service: (enter yrs. and mos., e.g., “20 yrs., 5 mos.”)
			M39	Creditable military service: (enter yrs. and mos., e.g., “6 yrs., 7 mos.”)
			M40	Previous retirement coverage: (enter “never covered” or “previously covered” or “previously covered--refund eligible”). (See Note 1 of this table).
3		Election <i>is not</i> pursuant to The Federal Employees Retirement Corrections Coverage Act (“FERCCA”), or the deemed FERS regulations	M44	Employee elected coverage under FERS.
4		Election of deemed FERS coverage <i>is</i> subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
5	Employee given opportunity to elect deemed FERS coverage under deemed FERS regulations, but failed to respond to notice	M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2) (i).	
6	Employee will be covered under the Federal Employees Retirement System (“FERS”) >or FERS-RAE<	Employee who has been excluded from FERS >or FERS-RAE< because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	M45	Employee is automatically covered under FERS >or FERS-RAE<.

Table 28-B. Remarks to be shown on Standard Form 50 (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>
7	Employee erroneously given FERS coverage	Employee chooses to have coverage corrected from FERS pursuant to deemed FERS regulations	M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election)

Note:

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