

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

July 28, 2013

The Guide to Processing Personnel Actions

Update 63

SPECIAL NOTICE

By memorandum dated June 14, 2013, OPM Director Elaine Kaplan notified Heads of Executive Departments and Agencies, Chief Human Capital Officers (CHCO) and Human Resources Directors that a new nature of action code would be established effective October 1, 2013, enabling agencies to begin documenting deaths occurring in the line of duty. Consistent with guidance in *The Civilian Service Recognition Act of 2011 (Pub. Law 112-73)*, a death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President. Though new nature of action code “354/Death in the Line of Duty” is required for said actions that are effective on or after October 1, 2013, agencies’ payroll providers will not be required to begin reporting such to Enterprise Human Resource Integration (EHRI) until January 2014. Guidance instructing on the use of new NOAC/354 will be added to this Guide in an upcoming Update.

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	
6-9 thru 6-10	Update 57 March 11, 2012	6-9 thru 6-10	Updates statutory reference for leave accrual and deletes statutory reference to RIF credit in section 1-7c.
6-17 thru 6-20	various	6-17 thru 6-20	These pages are reissued for editorial purposes only; accordingly, there are no changes to the content on these pages.
9-11	Update 42 September 7, 2003	9-11	Updates the translation for legal authority BWA as newly reflected in the last column of rules 15-18 in Table 9-A to: OPM DE Agr (enter #).
9- 55 thru 9-56	Update 61 January 27, 2013	9- 55 thru 9-56	Adds new rule 75 to Table 9-I reflecting the establishment of new remark code K15 which is translated as: Selected from Cert (enter #) under Delegated Examination (enter name of installation issuing certificate).
10-13 thru 10-14	Update 51 September 13, 2009	10-13 thru 10-14	Modifies the translation for legal authority BWA as newly reflected in the last column of rules 3 and 4 in Table 10-B to: OPM DE Agr (enter #).
10-27 thru 10-28	Update 51 September 13, 2009	10-27 thru 10-28	1) Modifies the translation for legal authority BWA as newly reflected in the last column of rules 3 and 4 in Table 10-E to: OPM DE Agr (enter #). 2) Updates the text in the second column of rules 15 and 16 of Table 10-E deleting the reference to a rating within the preceding year.
10-31 thru 10-32	Update 61 January 27, 2013	10-31 thru 10-32	Adds new rule 45 to Table 10-E to document the extension of a term appointment for an individual who previously served on a SCEP appointment and establishes new legal authority MAH/Reg. 362.107(a).

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-37 thru 10-38	Update 42 September 7, 2003	10-37 thru 10-38	Modifies the translation for legal authority BWA as newly reflected in the last column of rules 3 and 4 in Table 10-G to: OPM DE Agr (enter #).
10-47 thru 10-48	Update 45 August 6, 2006	10-47 thru 10-48	Adds new rule 9 to Table 10-I reflecting the establishment of new remark code K15 which is translated as: Selected from Cert (enter #) under Delegated Examination (enter name of installation issuing certificate).
10-55 thru 10-56	Update 48 December 21, 2008	10-55 thru 10-56	These pages are reissued for editorial purposes only; accordingly, there are no changes to the content on these pages.
11-9	Update 59 July 10, 2012	11-9	Updates the reference under “Extension of an Exe Appt” in the Table Summary for Table 11-A to add a reference to rule 53.
11-17 thru 11-18	Update 61 January 27, 2013	11-17 thru 11-18	<p>1) Effective retroactive to January 7, 2013, adds new rule 45 to Table 11-A to document conversion from SCEP appointment to the Intern Program of the Pathways Program and establishes legal authority code YEF/Sch D, 213.3402(a)-SCEP.</p> <p>2) Effective retroactive to January 7, 2013, adds new rule 46 to Table 11-A to document conversion from STEP appointment to the Intern Program of the Pathways Program and establishes legal authority code YEG/Sch D, 213.3402(a)-STEP.</p> <p>3) Effective retroactive to January 7, 2013, adds new rule 47 to Table 11-A to document conversion from a PMF appointment under Reg. 213.3102(ii) to a PMF appointment under the Pathways Program and establishes legal authority code YEH/Sch D, 213.3402(c)-PMF.</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
11-17 thru 11-18	Update 61 January 27, 2013	11-17 thru 11-18	4) Adds new rule 52 to Table 11-A to document the extension of an NTE appointment under the Internship Program of the Pathways Program for an individual who previously served on a STEP appointment and renumber the remaining rule in Table 11-A accordingly. 5) Add new note 8 at the end of Table 11-A instructing that such conversions may occur only with prior OPM approval.
11-39 thru 11-40	Update 62 April 7, 2013	11-39 thru 11-40	Deletes reference to obsolete legal authority WFM/Sch A, 213.3102(f) from Figure 11-1.
15-9 thru 15-10	Update 62 April 7, 2013	15-9 thru 15-10	1) Adds reference to “5 CFR part 351” in the third column of rule 2 in Table 15-A. 2) Corrects regulatory citation reflected in the third column of rule 7 in Table 15-A from “5 U.S.C. chapter 75” to “5 CFR part 351” and modifies reference from “22 workdays a year” to “22 workdays”. 3) Modifies reference in the third column of rule 8 in Table 15-A from “22 workdays a year” to “22 workdays”. 4) Modifies reference in the third column of rule 9 in Table 15-A from “22 workdays a year” to “22 workdays”.

Additionally, section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

b. National Guard Technician

Service. This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund

Employment (NAF). >Section 6312(a)(2) of title 5, United States Code, as amended by section 7202 of the Portability of Benefits for Nonappropriated Fund Employees Act of 1990 (Public Law 101-508 dated November 5, 1990) authorizes credit for leave accrual purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of

civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable (Public Law 99-638). For information on this service, refer to Chapter 20 of [The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service. Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee

Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

g. Certain Government Service Performed Abroad. Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, 1998, and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the Foreign Service Act of 1980; at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

h. Prior non-Federal Service or Active Duty Uniformed Service that otherwise would not be creditable. Section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004), permits a newly appointed or reappointed

employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable. Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employment) to a position on or after April 28, 2005. An employee has no entitlement to such credit. The head of the agency or designee must determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which appointed and are necessary to achieve an important agency mission or performance goal, determine what constitutes acceptable written documentation for non-Federal service (an employee must provide written documentation from the uniformed services to receive credit for honorable active duty uniformed service), and approve such prior to the effective date of the employee's entry on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service credited may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Document such service credit on the SF-144A or an agency equivalent form used in lieu of the SF-144A. Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the SF-144A. See Table 6-1 for appropriate remarks.

<http://www.opm.gov/oca/compmemo/2005/2005-07.asp>).

excess nonpay time.

c. Determine the amount of credit for intermittent service. Only the days or hours actually worked can be credited. If the employee was working on an intermittent schedule for more than one agency at the same time, add the days or hours worked and use the total to credit the service.

(1) Intermittent service before March 1, 1986, is credited using a work year of 260 days or 2080 hours. Use Figure 6-3 to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.

(2) Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use Figure 6-4 to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using Figure 6-3.

(3) Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have been performed on a full time work schedule, that is, the actual calendar time.

d. Military time. Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months*

and days.

2-5. Computing the Service Computation Date-Leave.

a. General.

(1) Service Computation Date-Leave calculations are based on a 360 day year, that is, 12 months of 30 days each. Calculations based on a 365 day year may yield different results.

(2) Dates are added and subtracted in day, month, year order. Borrowing is based on the 360 day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract December 23, 1994 from April 15, 1996.

Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

$$\begin{array}{r} 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 03\ 22 \end{array}$$

Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

$$\begin{array}{r} 1995\ 15 \\ 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 03\ 22 \end{array}$$

Step 3: Subtract years.

$$\begin{array}{r} 1995\ 15 \\ 03\ 45 \\ 1996\ 04\ 15 \\ - 1994\ 12\ 23 \\ \hline 1\ 03\ 22 \end{array}$$

Result is 1 year, 3 months, 22 days.

(3) The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.

b. Separation Dates. Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:

- adding a day to each separation date, OR
- adding the number of separations to the days being subtracted from the appointment date.

c. Breaks in Civilian Service.

Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, 1998, and is appointed in the Department of Agriculture on January 19, 1998. In computing the SCD-Leave, use January 18, 1998, as the separation date for the Department of Army service.

d. Computation Methods.

(1) The preferred method is to:

- add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
- add the separation dates for all

periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);

- subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior Service - Worksheet. (2) The alternative method is to:

- compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;

- total the amounts of creditable service;
- subtract the total from the entrance on duty date for the current appointment.

e. Converting to a realistic calendar date. When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in Figure 6-5.

f. Example. Figure 6-6 is a sample computation using the equivalent of Standard Form 144A, Statement of Prior Service - Worksheet.

2-6. Documenting the Service Computation Date-Leave Determinations.

a. Purpose. Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.

b. Content. Service Computation Date-Leave determinations must be

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 >Enterprise Human Resources Integration .< 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

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

(2) 1981-12-12

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

(3) 1984-06-16

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

Step 2: Add all the periods of service.

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

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-A. Appointment Based on the Person Being or Having Been Within Reach on a Civil Service Certificate of Eligibles (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>
15	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM	Is not on your agency's rolls	Career	100	Career Appt	BWA	>OPM DE Agr (enter #).<
16			Career-Conditional	101	Career-Cond Appt		
17		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
18			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

- The following legal authorities may be cited in addition to any other authority or authorities required by this table.
 - *ZLM: Other Citation (law, E.O., or Reg.)* May be used when appropriate.
 - When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show *ABL: Bicultural/Bilingual Selective Factors*. When used, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50).
- A worker trainee (WT) developmental job is a position at GS 1 or WG 1 or 2 that requires specific types of training and development experiences that lead to target positions at higher grade levels.

Page 9-12 is blank.

Page Intentionally Left Blank

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	>Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).<
76	Reserved			

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-B. Appointments Not to Exceed (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>
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not employed by your agency		115	Appt NTE (date)	LCM	Reg. 316.402(b)(3); MS
2		Is already employed by your agency		515	Conv to Appt NTE (date)		
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management	Is not employed by your agency		115	Appt NTE (date)	BWA	>OPM DE Agr (enter #).<
4		Is already employed by your agency		515	Conv to Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM, and see Notes 4 & 5	Direct Hire Authority (cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

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

<i>R U L E</i>	<i>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>
7	Based on agency's authority to make temporary appointments by selection from a register	Is not an employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appt NTE (date)	M6M	Cite specific authority for action (i.e., Reg. 316.402(b)(1), or an agency specific authority.
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-E. Term Appointment

<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>
1	Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not an employee of your agency	108	Term Appt NTE (date)	LDM	Reg. 316.302 (b)(3); MS
2		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	>OPM DE Agr (enter #)<
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and see Notes 3 & 4	Direct-Hire Authority (cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Cite specific authority for action (i.e., Reg. 316.302(b)(1), or an agency specific authority.
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(b)(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>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>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(b)(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(b)(7)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has >a rating dated 1991 or later from the Department of Veterans Affairs<	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(b)(4)
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, continued

<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	Reserved					
45	>Being extended	Previously served on a SCEP appointment which was converted to a term appointment	765	Ext of Term Appt NTE (date)	MAH	Reg. 362.107(a)<
46					(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.

Table 10-G. Emergency Appointment

<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>
1	Under a direct hire authority	Is not an employee of your agency	107	Emergency Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
2		Is already employed in your agency	507	Conv to Emergency Appt		
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	107	Emergency Appt	BWA	>OPM DE Agr (enter #)<
4		Is already employed in your agency	507	Conv to Emergency Appt		
5	From outside a civil service register in the absence of eligibles	Is not an employee of your agency	107	Emergency Appt	HDM	Reg. 230.402(c)
6		Is already employed in your agency	507	Conv to Emergency Appt		
7	Of a person recruited on a standby basis before a national emergency	Is not an employee of your agency	107	Emergency Appt	HGM	Reg. 230.402(d)(1)
8		Is already employed in your agency	507	Conv to Emergency Appt		
9	Of a member of the National Defense Executive Reserve	Is not an employee of your agency	107	Emergency Appt	HJM	Reg. 230.402(d)(2)
10		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (Continued)

<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>
11	Based on reinstatement eligibility	Is not an employee of your agency	107	Emergency Appt	HLM	Reg. 230.402(d)(3)
12		Is already employed in your agency	507	Conv to Emergency Appt		
13	Based on exercise of statutory restoration rights by employee after full recovery from compensable injury		107	Emergency Appt	QBK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301 and (Cite authority for appointment held prior to separation upon which restoration is based)
14	Based on Merit Systems Protection Board directive when former employee appeals agency's failure to restore or improper restoration after recovery from compensable injury (See Note 2 of this table)				AQM and (Cite authority code for appointment held prior to separation upon which restoration is based)	MSBP Directive-Inj and (Cite authority for appointment held prior to separation upon which restoration is based)
15	Based on employee's partial recovery from compensable injury				QCK and (Cite authority code for appointment held prior to separation upon which restoration is based)	Reg. 353.301(d) and (Cite authority for appointment held prior to separation upon which restoration is based)
16	Based on exercise of restoration rights after uniformed service				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 under which restoration is based)

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	>Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).<
10	Reserved			
11	Reserved			
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		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 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			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 5 of this table)

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>
65	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 6 of this table)
66	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that otherwise 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.
67	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that otherwise 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.

NOTES:

1. Use as many remarks as are applicable.
2. Reserved.
3. Use this remark in addition to those required by Rules 30-32.
4. Reserved.
5. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.
6. 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 Summary: Table 11-A. Excepted Service Appointments

<i>If Appointment Is</i>	<i>Go to Rules</i>
On a provisional basis	5-6
Under VRA authority	7-11
Based on a move from the SES	12-15
By the President	16-23
Of an Expert or Consultant	24-27
Of a foreign national overseas.....	28-31
Under the IPA	32
Not listed above	
• Under Schedule A, B, C or D authority	1-4, 33-47
• Under another authority	48-51
• Extension of an Exc Appt	>52-53<

Page 11-10 is blank.

Page Intentionally Left Blank

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	>Is currently serving on a SCEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see Note 8 of this table <i>BEFORE</i> citing this rule)	Is without time limitation	Is already on the rolls of your agency	570	Conv to Exc Appt	YEF	Sch D, 213.3402(a) - SCEP
46	Is currently serving on a STEP appt which is being converted to an appt under the Internship Program of the Pathways Programs under Sch D, 213.3402(a) (see Note 8 of this table <i>BEFORE</i> citing this rule)			571	Conv to Exc Appt NTE (date)	YEG	Sch D, 213.3402(a) - STEP
47	Is currently serving on a PMF appt (Reg. 213.3102(ii) and appt is being converted to an appt under the PMF Program of the Pathways Programs under Sch D, 213.3402(c) (see Note 8 of this table <i>BEFORE</i> citing this rule)			570	Conv to Exc Appt	YEH	Sch D, 213.3402(c) – PMF<

	<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	Previously served on a STEP appt which was converted to an appt NTE under the Internship Program of the Pathways Programs	Is being extended	Is already on your agency's rolls	760	Ext of Appt NTE (date)	YEA	Sch D, 213.3402(a)<
>53<	Is serving on an Exc Appt NTE that is not described in rule 52 above					(Enter same auth code as for the Exc Appt NTE)	(Enter same authority as for the Exc Appt NTE)

NOTES:

1. 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.
2. 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.
3. When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50, Notification of Personnel Action), ABL: Bicultural/Bilingual Selective Factors.
4. 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](#).
5. Individuals receiving Veterans Recruitment Appointments are placed in Tenure Group II of the Excepted Service.
6. 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.
7. Employee is placed in tenure group 0.
- >8. Conversion under this authority may only occur with prior approval from OPM. Please contact the Student Programs Office at pathways@opm.gov for additional information.<

NOTES: (continued)

6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. **Reserved.**
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. 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.
12. Employees are placed in Tenure Group 0.

Figure 11-1. Legal Authority Codes Used For Schedule A, B, C, and D Appointments

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(a)	WAM
213.3102(c)	WCM
213.3102(d)	WDM
213.3102(e)	WEM

213.3102(i)(1)	W9N
213.3102(i)(2)	W9P
213.3102(i)(3)	W9R
213.3102(j)	WJM
213.3102(k)	WKM
213.3102(l)	WLM
213.3102(n)	WNM
213.3102(o)	W6M
213.3102(r)	W9S
213.3102(s)	W9T
213.3102(u) - Severe Physical Disabilities	WUM
- Intellectual Disability	WTA
- Psychiatric Disability	WTB
213.3102(x)	WXM

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

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
1	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
2		The furlough is more than 30 calendar days, is not covered under Rule 1, and is effected under 5 CFR part 351			PNM	Reg. 351.603		
3		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
4		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
5		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

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

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
6	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
7		Is for more than 30 calendar days >(or 22 workdays) and is effected under 5 CFR part 351<			PNM	Reg. 351.603		
8		Is for 30 calendar days (or 22 workdays ***) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
9		Is for 30 calendar days (or 22 workdays ***) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
10		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		