

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

November 6, 2014

The Guide to Processing Personnel Actions

Update 67

***** 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 Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. 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	
vii thru viii	Update 32 September 26, 1999	vii thru viii	Adds a reference to new Chapter 27 in the Table of Contents.
3-3 thru 3-4	Update 51 September 13, 2009	3-3 thru 3-4	1) Adds a reference to “Opt Out Phased Employment/Retirement” in section 1-3b. Editorial change: Updates the reference on page 3-16 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled.
3-27 thru 3-28	Update 41 April 6, 2003	3-27 thru 3-28	Adds new rules 9 thru 13 to Table 3-A providing guidance on setting effective dates for Phased Employment/Phased Retirement actions.
4-5 thru 4-6	Update 48 December 21, 2008	4-5 thru 4-6	Adds a reference to “Opt Out Phased Employment/Retirement” in section 4b(2)
4-35 thru 4-36	Update 48 December 21, 2008	4-35 thru 4-36	Adds a reference in rule 32 of the Job Aid to new NOAC 615 and new NOAC 616 under the column entitled “When to Complete”.
4-51 thru 4-52	Update 41 April 6, 2003	4-51 thru 4-52	Adds new rules 9 thru 13 to Table 4-A providing guidance on setting effective dates for Phased Employment/Phased Retirement actions.
4-61 thru 4-62	Update 59 July 10, 2012	4-61 thru 4-63	Adds new page 4-63 establishing new rules 20-25 within Table 4-D instructing on annuitant indicator codes for phased retirees and renumber the remaining existing rule accordingly. Annuitant indicator codes W, X, Y, M, N and P are newly established.
6-19 thru 6-20	Update 63 July 28, 2013	6-19 thru 6-20	1) Adds a reference to FERS-FRAE in section 2-7b(2)a. 2) Corrects typographical error in the Example in Section 2-7b, Step 1(2) from 1981-12-12 to 1981-12-13.
6-25 thru 6-26	Update 51 September 13, 2009	6-25 thru 6-26	1) Adds note 4 referencing the guidance in Section 2-5a. 2) Clarifies SCD-Leave calculation to reflect the application of Section 2-5a.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
9-51 thru 9-52	Update 61 January 27, 2013	9-51 thru 9-52	1) Adds a reference to KF, LF, MF, NF and OF in the second column of rule 56 of Table 9-I. 2) Adds a reference to FERS-FRAE in the last column of rule 56 of Table 9-I.
10-53 thru 10-54	Update 64 October 6, 2013	10-53 thru 10-54	1) Adds a reference to KF, LF, MF, NF and OF in the second column of rule 50 of Table 10-I. 2) Adds a reference to FERS-FRAE in the last column of rule 50 of Table 10-I.
11-33 thru 11-34	Update 65 February 9, 2014	11-33 thru 11-34	1) Adds a reference to KF, LF, MF, NF and OF in the second column of rule 67 of Table 11-C. 2) Adds a reference to FERS-FRAE in the last column of rule 67 of Table 11-C.
13-13 thru 13-14	Update 65 February 9, 2014	13-13 thru 13-14	Adds a reference to KF, LF, MF, NF and OF in the second column of rule 11 of Table 13-C.
13-17	Update 65 February 9, 2014	13-17	Adds a reference to FERS-FRAE in the last column of rule 16 of Table 13-D.
		27-1 thru 27-7	1) Adds new Chapter 27 which provides guidance on documenting personnel actions for Phased Employment/Phased Retirement. 2) Establishes new NOAC 615/Phased Employment/Phased Retirement and new NOAC 616/Opt Out Phased Employment/Retirement in Table 27-A. 3) Establishes new legal authority codes: SAB/5 U.S.C. 8336a(c)(7); SAC/5 U.S.C. 8412a(b)(6); SAD/5 U.S.C. 8336a(g); SAE/5 U.S.C. 8412a(g); SBD/Reg. 831.1721(b); and SBE/Reg. 848.301(b) in Table 27-A. 4) Establishes new remark codes M11, M12, M13, M14, M15, M16, and M17 in Table 27-B.

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
28-9 thru 28-10	Update 61 January 27, 2013	28-9 thru 28-10	Adds a reference to FERS-FRAE in the second, third and last column of rule 6 of Table 28-B.
30-1 thru 30-4	Various	30-1 thru 30-4	1) Adds a reference to new NOAC 307 and new NOAC 308 in the heading for this chapter. 2) Adds reference addressing a phased retiree in Section 1-1a(1). 3) Adds new Section 1-1d instructing that entry into phased employment/phased retirement is not covered by this chapter.
30-9 thru 30-10	Update 30 February 26, 1999	30-9 thru 30-10	1) Adds new rules 8 and 9 to Table 30-A establishing new NOAC 307/Full Retirement Status-Voluntary and NOAC 308/Full Retirement Status-ILIS, establishes new legal authority code SAF/5 U.S.C. 8336a(e), and renumber remaining rules through rule 14 accordingly. 2) Adds new rules 15 and 16 to Table 30-A reflecting new NOAC 307/Full Retirement Status-Voluntary and NOAC 308/Full Retirement Status-ILIS, establishes new legal authority code SAG/5 U.S.C. 8412a(e), and renumber remaining rules accordingly. 3) Adds new Note 3 to Table 30-A.
30-15 thru 30-18	Update 65 February 9, 2014	30-15 thru 30-18	1) Adds new rule 42 to Table 30-B referencing new remark code M18. 2) Adds new rule 9 to Table 30-C establishing new remark code M18 and renumber remaining rules through rule 20 accordingly.
31-29 thru 31-30	Update 64 October 6, 2013	31-29 thru 31-30	Adds new rule 40 to Table 31-C referencing new remark code M19.

The Guide to Processing Personnel Actions (5)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
31-37 thru 31-41	Various	31-37 thru 31-41	Adds new rule 14 to Table 31-D establishing new remark code M19 and renumber remaining rules accordingly.
34-1 thru 34-14	Various	34-1 thru 34-14	1) Reissue this chapter in its entirety and update references throughout Chapter 34 from “The Guide to Personnel Data Standards” to “The Guide to Data Standards” as this manual has been retitled. 2) Adds new Topic entitled Phased Employment/Phased Retirement.
35-5 thru 35-16	Various	35-5 thru 35-16	Adds new terms Full Retirement Status, Phased Employment, Phased Retiree, Phased Retirement Period, Phased Retirement Status, and Regular Employment to the Glossary.

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Subchapter 1. General Instructions

1-1. Authority to Prescribe Reporting Requirements.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, U.S. Code. Part >9.2,< title 5, U.S. Code of Federal Regulations, is based on that statute, and extends this authority to all types of appointments and personnel actions.

1-2. Employee Name.

a. Name Used. The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license, income tax purposes, and bank accounts. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

b. Recording employee's name. The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr.)
[comma] [space]
FIRST NAME or INITIAL [space]
MIDDLE NAME(s) or initial(s)

Examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE
O'REILLY, JOHN F.X.
MARTINEZ-SANDOVAL, MARIA
ELENA

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

1-3. Effective Dates.

a. Prior Approval. Except as explained in Table 3-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an approved electronic authentication in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

b. Setting Effective Dates. Unless otherwise indicated on the Notification of Personnel Action, separations, actions to terminate grade and pay retention, >and Opt Out Phased Employment/Retirement

actions are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

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

(1) Follow instructions in Table 3-A to set dates in situations where approval of the appointing officer is required. Use Figure 3-1 to identify Comptroller General Decisions that address effective dates and how they are set in specific situations.

(2) Follow instructions in Table 3-B to set dates in those situations where prior approval of the appointing officer is not required.

1-4. Approval of Personnel Actions.

a. Requirement for approval. As explained in paragraph 1-3a, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

b. Delegation of appointing authority. Under 5 U.S.Code 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then redelegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of specific position. The delegation must be in

writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

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

d. Criteria for selection of appointing officers. Agencies must ensure that appointing authority, that is, the authority to approve and certify actions, is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements.

Approval of actions is a serious responsibility that should not routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a

Table 3-A. Setting Effective Dates

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

Table 3-A. Setting Effective Dates (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
6	Action which is not described in Rules 1-5 requires prior approval of the Office of Personnel Management		No earlier than the date on which the Office of Personnel Management approved the action unless that approval specifies an earlier effective date.
7	Conversion is to a career or career- conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period
>9	A retirement-eligible employee initially enters phased employment/phased retirement status		The first day of the first pay period beginning after phased employment is approved by the authorized agency official <i>or</i> the first day of a later pay period specified by the employee with an authorized agency official's concurrence.
10	Employee opts out of phased retirement status because is moving, without a break in service, from agency that approved phased employment to another agency	The new agency did not approve a continuation of phased employment	The date employment ends at the current employing agency.
11	Employee opts out of phased retirement status and is returning to regular employment status	Authorized agency official approved such on any date on or after the first day of a month through the 15 th day of a month	The day immediately preceding the first full pay period of the month following the month in which the election to end phased retirement status to return to regular employment status is approved.
12		Authorized agency official approved such on any date on or after the 16 th day of a month through the last day of a month	The day immediately preceding the first full pay period of the second month following the month in which the election to end phased retirement status to return to regular employment status is approved.
13	Unilateral action by OPM mandates return to regular employment		The date OPM determines that phased retirement has ended.<

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

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

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

FIRST NAME or INITIAL [space]

MIDDLE NAME(s) or initial(s)

examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE

O'REILLY, JOHN F.X.

MARTINEZ-SMITH, MARIA ELENA

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

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

appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

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

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

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

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

c. Approval of Personnel Actions. (1) As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

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

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

(4) Agencies must ensure that appointing authority (the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a serious responsibility that should not

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

d. Instructions.

(1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use section 6 to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in section 6 to prepare it.

(2) When the action is documented on a Standard Form 50, go to <http://www.opm.gov/forms/> to view the SF-50 and identify the blocks on the form. Follow the instructions in job aid, **Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, to complete the form. Explanations and definitions of codes used in the job aid are found in **The Guide to Data Standards**. Codes for legal authorities are also listed in that **Guide**. Where the instructions in this **Guide** direct you to enter a code on the Standard Form 50, only

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

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
32	Work Schedule	<p>a. Complete on:</p> <ul style="list-style-type: none"> (1) appointments and conversions to appointments, (2) separations, (3) pay change actions, (4) actions that move employee into and out of pay status, (5) 781/Chg in Work Schedule actions, >(6) 615/Phased Employment/Phased Retirement, and (7) 616/Opt out Phased Employment/Retirement.< <p>b. Completion on other actions is optional; follow your agency's instructions.</p>	Use The Guide to Data Standards to enter appropriate code and definition.
33	Part-Time Hours per Biweekly Pay Period	<p>a. Complete when block 32 shows work schedule is part-time.</p> <p>b. Leave blank on all other actions.</p>	Self explanatory.
34	Position Occupied	<p>a. Complete on:</p> <ul style="list-style-type: none"> (1) appointments, (2) conversions to appointments, (3) separations, and (4) 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa. <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	Use The Guide to Data Standards to enter appropriate code.

Job Aid

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

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
35	Fair Labor Standards Act Category (FLSA)	<p>a. Complete on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that moves employee to another position or results in a change in the code shown in that block.</p> <p>b. Completion is optional on other actions; follow your agency's instructions.</p>	Use The Guide to Data Standards to enter appropriate code.
36	Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37	Bargaining Unit Status	<p>a. Must be completed on:</p> <p>(1) appointments, (2) conversions to appointments, (3) separations, and (4) any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</p> <p>b. Completion is optional on other actions.</p>	<p>Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.)</p> <p>a. When employee is eligible for and represented in a bargaining unit, enter the four digits of the Bargaining Unit Status (BUS) code which is available at http://lairs.opm.gov. If the unit is not listed, contact the Office of Personnel Management's Center for Workforce Relations & Accountability Policy to obtain the assigned number.</p> <p>b. When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.</p> <p>c. When employee is ineligible for inclusion in a bargaining unit, enter "8888."</p> <p>d. Consult with the agency or installation labor relations officer for further assistance.</p>

Table 4-A. Setting Effective Dates

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

Table 4-A. Setting Effective Dates

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Effective Date May Be</i>
7	Conversion is to a career or career-conditional appointment when employee's position is brought into the competitive service		No earlier than the date on which the position was brought into the competitive service.
8	Action requires an advance notice to the employee (for example, 30-day advance notice of decision on a proposed adverse action)		No earlier than the expiration of the notice period.
>9	A retirement-eligible employee initially enters phased employment/phased retirement status		The first day of the first pay period beginning after phased employment is approved by the authorized agency official <i>or</i> the first day of a later pay period specified by the employee with an authorized agency official's concurrence.
10	Employee opts out of phased retirement status because is moving, without a break in service, from agency that approved phased employment to another agency	The new agency did not approve a continuation of phased employment	The date employment ends at the current employing agency.
11	Employee opts out of phased retirement status and is returning to regular employment status	Authorized agency official approved such on any date on or after the first day of a month through the 15 th day of a month	The day immediately preceding the first full pay period of the month following the month in which the election to end phased retirement status to return to regular employment status is approved.
12		Authorized agency official approved such on any date on or after the 16 th day of a month through the last day of a month	The day immediately preceding the first full pay period of the second month following the month in which the election to end phased retirement status to return to regular employment status is approved.
13	Unilateral action by OPM mandates return to regular employment		The date OPM determines that phased retirement has ended.<

Table 4-D. Annuitant Status

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
1	Retired under the Civil Service Retirement System	will <i>not</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	7 Ret Off/CS-No Reduc
2			Is also a retired Uniformed Services enlisted member	8 Ret Enl/CS-No Reduc
3			Is not a Uniformed Services retiree	6 CS-No Reduction
4		<i>will</i> be subject to a pay reduction under 5 U.S.C. 8344	Is also a retired Uniformed Services officer	4 Ret Off/Reempl Ann-CS
5			Is also a retired Uniformed Services enlisted member	5 Ret Enl/Reempl Ann-CS
6			Is not a Uniformed Services retiree	1 Reempl Ann-CS
7		annuity will continue but salary <i>will not</i> be subject to pay reduction under the National Defense Authorization Act (NDAA FY 2010)		0 – NDAA FY 10-CS
8	Retired under the Federal Employees Retirement System (FERS)	annuity has already stopped or will stop upon appointment	Is also a retired Uniformed Services officer	D Ret Off/Former Ann-FE
9			Is also a retired Uniformed Services enlisted member	F Ret Enl/Former Ann-FE
10			Is not a Uniformed Services retiree	B Former Ann-FE

Table 4-D. Annuitant Status (Continued)

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
11	Retired under the Federal Employees Retirement System (FERS)	annuity will continue but pay <i>will not</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	H Ret Off/FE-No Reduc
12			Is also a retired Uniformed Services enlisted member	J Ret Enl/FE-No Reduc
13			Is not a Uniformed Services retiree	G FE-No Reduction
14		annuity will continue and pay <i>will</i> be subject to reduction under 5 U.S.C. 8468	Is also a retired Uniformed Services officer	C Ret Off/Reempl Ann-FE
15			Is also a retired Uniformed Services enlisted member	E Ret Enl/Reempl Ann-FE
16			Is not a Uniformed Services retiree	A Reempl Ann-FE
17		annuity will continue but salary <i>will not</i> be subject to pay reduction per the National Defense Authorization Act (NDAA FY 2010)		K – NDAA FY 2010-FE
18	A Uniformed Services retiree	Is an officer who is not described in rules 1, 4, 7, 10, or 13		2 Ret Officer
19		Is an enlisted member who is not described in rules 2, 5, 8, 11, or 14		3 Ret Enlisted

Table 4-D. Annuitant Status (Continued)

<i>R U L E</i>	<i>If appointee is</i>	<i>And</i>	<i>And</i>	<i>Then enter in block 28 of the Standard Form 50</i>
20	>Former CSRS Phased Retiree	Is not a Uniformed Services retiree		W Former CSRS PR
21		Is also a retired Uniformed Services officer		X Ret Off/Former CSRS PR
22		Is also a retired Uniformed Services enlisted member		Y Ret Enl/Former CSRS PR
23	Former FERS Phased Retiree	Is not a Uniformed Services retiree		M Former FERS PR
24		Is also a retired Uniformed Services officer		N Ret Off/Former FERS PR
25		Is also a retired Uniformed Services enlisted member		P Ret Enl/Former FERS PR<
>26<	Not described in rules >1-25<			9 Not applicable

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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), FERS-RAE; >FERS-FRAE;< 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.

$$\begin{array}{r} (1) \quad 1975-06-17 \\ \quad \quad \underline{-1974-11-20} \\ \quad \quad \quad 0-06-27 \end{array}$$

$$\begin{array}{r} (2) \quad >1981-12-13< \\ \quad \quad \underline{-1976-09-03} \\ \quad \quad \quad 5-03-10 \end{array}$$

$$\begin{array}{r} (3) \quad 1984-06-16 \\ \quad \quad \underline{-1982-10-06} \\ \quad \quad \quad 1-08-10 \end{array}$$

Step 2: Add all the periods of service.

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

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".

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior Federal Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)
- >4. Per Section 2-5a of this Subchapter, the ending date for the appointment with the Department of the Interior for the purpose of calculating the SCD-Leave is December 30, 1992.<

Figure 6-6. Example of Service Computation Date-Leave Calculation

STATEMENT OF PRIOR SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Mont h	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time Excess LWOP - CY 1988
Defense Logistics Agency	1986	4	20	1992	9	1	
		1					
Dept of Interior	1992	9	2	1992	12	>30<	
Comm & Agriculture - part time	1993	2	24	1994	9	9	
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations						2	
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	7969	27	61				
Total of separation dates (B)	5980	31	>55<				
SCD-Leave (A) - (B)	1988	8	>6<				
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes. [This portion of the form is not shown for this example.]							
REMARKS 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

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

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

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
50	Employee's total salary includes payment for administratively uncontrollable overtime.		P81	Salary in block 20 includes AUO of \$_____.
51	Reserved			
52	Employee's total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$_____.
53	Employee who is reemployed under FICA, CSRS, or CSRS-Offset, is eligible to elect FERS as provided in Chapter 11 of The CSRS and FERS Handbook	Employee has been given Standard Form 3109, FERS Election of Coverage, and receipt copy has been filed in employee's Official Personnel Folder	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. Standard Form 3109 provided to employee.
54	Employee's retirement code will be "C," "E," "K," "L," "M," or "N"		M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos")
55	Employee's retirement code will be "K," "L," "M," or "N"	Employee previously elected coverage under FERS	M46	Employee is covered by FERS because of previous election.
56	Employee's retirement code will be "K," "L," "M," "N," "KF", "KR", "LR", "MR" "NR", ">"KF", "LF", "MF", "NF", or "OF"<	Rule 55 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE >or FERS-FRAE.<
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 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," "NR," ">"KF", "LF", "MF", "NF", or "OF"<	Rule 49 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE >or FERS-FRAE.<
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	Employee is eligible for Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"	E59	When "7" is reflected in block 23 above, employee is entitled to: No Points/Sole Survivorship Preference.
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-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", "NR", ">"KF", "LF", "MF", "NF", or "OF"<	Rule 66 does not apply	M45	Employee is automatically covered under FERS, FERS-RAE >or FERS-FRAE<.
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", ">"NR", ">"KF", "LF", "MF", "NF", or "OF"<	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, FERS-RAE >or FERS-FRAE.<
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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Chapter 27. Phased Employment/Phased Retirement (Natures of Action 615 and 616)

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Chapter 27. Phased Employment/Phased Retirement

1. Coverage.

a. This chapter covers phased employment/phased retirement. Employees in a phased retirement status continue to work on a part-time basis and draw partial retirement benefits during employment. An employee in phased retirement status is still an employee for all purposes unless otherwise specified in law or regulation. For additional information refer to the statutory provisions at 5 U.S.C. 8336a and 5 U.S.C. 8412a and the regulations at 5 CFR part 831, subpart Q, and 5 CFR part 848.

b. This chapter does not cover retirements other than phased employment/phased retirement. See Chapter 30 for instructions on documenting other retirement actions (including when a phased retiree elects full retirement status).

2. Instructions.

a. Use Table 27-A to select the nature of action, authority and remark codes.

b. Use Table 27-B to translate the remark codes.

c. Fill in the remaining blocks on the SF-52 as required by the instructions in Chapter 4. Prepare the SF-50 using information from the SF-52 and refer to the instructions in Chapter 4 for completing the SF-50.

d. Check *The Guide to Personnel Recordkeeping*, Chapter 3, to see which documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.

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

3. Definitions.

a. Full Retirement Status. A phased retiree who has ceased employment and is entitled, upon application, to a composite retirement annuity.

b. Phased Employment. The less-than-full-time employment of a phased retiree.

c. Phased Retiree. A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and employee has not entered full retirement status.

d. Phased Retirement Period. The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.

e. Phased Retirement Status. A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.

f. Regular Employment. The full-time or part time period of employment of an individual who is not participating in phased retirement.

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Table 27-A. Documenting Phased Employment/Phased Retirement

<i>R U L E</i>	<i>If Employee is Covered by</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>And Code for Required Remarks are (see Note 1 of this table)</i>
1	CSRS	The employee initially enters phased retirement status	615	Phased Employment/Phased Retirement	SAB	5 U.S.C. 8336a(c)(7)	M11, M12, M13, M14 and M15
2		Phased retiree elects to terminate phased retirement status and return to regular employment (see Notes 2 and 3 of this table)	616	Opt Out Phased Employment/Retirement	SAD	5 U.S.C. 8336a(g)	M13, M16 and M17
3		Unilateral action by OPM mandates return to regular employment			SBD	Reg. 831.1721(b)	
4	FERS	The employee initially enters phased retirement status	615	Phased Employment/Phased Retirement	SAC	5 U.S.C. 8412a(b)(6)	M11, M12, M13, M14 and M15
5		Phased retiree elects to terminate phased retirement status and return to regular employment (see Notes 2 and 3 of this table)	616	Opt Out Phased Employment/Retirement	SAE	5 U.S.C. 8412a(g)	M13, M16 and M17
6		Unilateral action by OPM mandates return to regular employment			SBE	Reg. 848.301 (b)	

NOTES:

1. Use Table 27-B to translate codes into actual remarks.
2. Also use this rule when an employee: 1) accepts employment with another agency; 2) *will not* have a break in service exceeding three calendar days; and 3) *will not* continue phased retirement status at the new agency.
3. Also use this rule when a phased retirement time limit agreement expires and the employee in phased retirement will be returning to regular employment with a full-time or other part-time schedule.

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Table 27-B. Remarks to be Shown on Standard Form 50

<i>R U L E</i>	<i>If Code is</i>	<i>Then Remark is</i>
1	M11	A change to the work schedule or the part-time hours worked during phased employment/phased retirement status will result in the termination of phased employment/phased retirement status and the phased retirement annuity.
2	M12	Employee may elect to enter full retirement status at any time by submitting application SF 2801 for CSRS or SF 3107 for FERS.
3	M13	If employee's Phased Retirement terminates for any reason the individual may not re-elect Phased Retirement.
4	M14	Employee is required to spend 20% of their time mentoring.
5	M15	FEHB/FEGLI benefits are not affected by phased employment/phased retirement.
6	M16	The time spent in phased employment/retirement status will be credited as part-time service for annuity calculation purposes.
7	M17	Employee's phased retirement annuity is terminated.

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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”), FERS-RAE >or FERS-FRAE<	Employee who has been excluded from FERS, FERS-RAE >or FERS-FRAE< 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, FERS-RAE >or FERS-FRAE.<

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.

Chapter 30. Retirements (Natures of Action 300, 301, 302, 303, 304, >307 and 308<)

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Chapter 30. Retirements

Subchapter 1. General Instructions

1-1. Coverage.

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

(1) voluntary or employee-initiated retirements >(including retirement when a phased retiree enters full retirement status);<

(2) mandatory retirements for age under 5 U.S.C. 8335 and 8425;

(3) disability retirements (both those where employee has elected to receive a retirement annuity and those where employee has elected to receive workers' compensation in lieu of a retirement annuity); and

(4) retirements under the early voluntary option that allows agencies undergoing a major reduction in force, transfer of function, or reorganization to offer early retirement to their employees.

More information on these retirements is found in [The CSRS and FERS Handbook for Personnel and Payroll Offices](#).

b. This chapter *does not* cover involuntary separation *unless* the employee is eligible for retirement under one of the four situations listed in paragraph *a* of this section. See Chapter 31 for instructions on processing involuntary separations under which the employee may be eligible for discontinued service retirement.

c. This chapter *does not* cover employees eligible for MRA+10 retirement who choose to postpone the annuity commencing date beyond 31 days after separation. See Chapter 31 for processing instructions.

>**d.** This chapter *does not* cover entry into phased employment/phased retirement. See Chapter 27 for processing instructions. <

1-2. Instructions.

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

b. If the employee is to be reemployed without a break in service after retirement with immediate civil service annuity, document the retirement and the new appointment on separate Standard Form 50s. *Do not process a conversion action.* Follow instructions in Chapter 3 of this **Guide** to select additional remarks for the appointment and to report the appointment to the Office of Personnel Management.

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

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

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

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

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

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

h. Check [The Guide to Personnel Recordkeeping](#), Chapter 3, to see which of

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

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

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

j. Follow the instructions in [The Guide to Personnel Recordkeeping](#), Chapter 7, for transferring the Official Personnel Folder, and the Employee Medical Folder.

Table 30-A. Documenting Retirements

<i>R U L E</i>	<i>If employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
1	The Civil Service Retirement System (CSRS)	Mandatory retirement based on age and length of service	300	Retirement-Mandatory	SWM	5 U.S.C. 8335
2		Disability retirement	301	Retirement-Disability	SUM	5 U.S.C. 8337
3		Retirement for health reasons when employee does not apply for disability retirement	302	Retirement-Voluntary	SRM	Reg. 831.501
4		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA	SQM	5 U.S.C. 8336
5		Voluntary retirement for other than health reasons or pending involuntary separation	302	Retirement-Voluntary		
6		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	V3P and AZM	5 U.S.C. 8336(d)(2) and OPM Office, Authority Number, and Date
7		Early voluntary retirement under an authority other than 5 U.S.C. 8336(d).			ZLM	(Enter Law, Executive Order or Regulation that authorizes the retirement)
>8		Employee enters full retirement status upon termination of phased retirement status (See Note 3 of this table)	307	Full Retirement Status-Voluntary	SAF	5 U.S.C. 8336a(e)<
9		Employee enters full retirement status in lieu of involuntary separation (“ILIS”)	308	Full Retirement Status-ILIS		

Table 30-A. Documenting Retirements (Continued)

<i>R U L E</i>	<i>If employee is covered by</i>	<i>And reason for action is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
>10<	The Federal Employees Retirement System (FERS)	Mandatory retirement based on age and length of service	300	Retirement-Mandatory	USM	(enter: 5 U.S.C. Chapter 84)
>11<		Disability retirement	301	Retirement-Disability		
>12<		Voluntary retirement in lieu of involuntary separation (see Note 1 of this table)	304	Retirement-ILIA		
>13<		Voluntary retirement not described in Rule 10	302	Retirement-Voluntary		
>14<		Early voluntary retirement when agency is undergoing a major reduction in force, transfer of function, or reorganization (see Note 2 of this table)	303	Retirement-Special Option	USM and AZM	(enter: 5 U.S.C. Chapter 84) and OPM Office, Authority Number and Date
>15		Employee enters full retirement status upon termination of phased retirement status (See Note 3 of this table)	307	Full Retirement Status-Voluntary	SAG	5 U.S.C. 8412a(e)<
16		Employee enters full retirement status in lieu of involuntary separation ("ILIS")	308	Full Retirement Status-ILIS		
>17<	A retirement system <i>other</i> than the Civil Service Retirement System or Federal Employees Retirement System	Mandatory retirement based on age and length of service	300	Retirement-Mandatory	USM	(cite authority for retirement)
>18<		Disability retirement	301	Retirement-Disability		
>19<		Voluntary retirement based on age and length of service	302	Retirement-Voluntary		

NOTES: 1. See Chapter 44 of [The CSRS and FERS Handbook for Personnel and Payroll Offices](#) for the meaning of involuntary separation.

2. See Chapter 43 of [The CSRS and FERS Handbook for Personnel and Payroll Offices](#) for description of early voluntary retirement. The OPM Office Authority Number will be given in the letter from the U.S. Office of Personnel Management that authorizes the retirement.

>3. Also use this rule when employee in phased retirement will be entering regular retirement upon the expiration of a phased retirement time limit agreement.<

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Use Remark(s) (See Note 1 of this table)</i>
36	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”		E59
37	Employee's total salary includes payment for administratively uncontrollable overtime			P82
38	Employee's total salary includes a supervisory differential			P80
39	Reserved			
40	Employee's total salary includes availability pay			P98
41	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund Instrumentality employees			B63
>42	Employee is entitled to a composite retirement annuity			M18<

NOTES:

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

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Table 30-C. Remarks and Codes

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B63	Elected to retain coverage under a retirement system for NAF employees.
5	E59	When“7” is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
6	G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
7	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
8	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
>9	M18	Employee is entitled to a composite retirement annuity.<
>10<	M26	Employee was advised of opportunity to file grievance and elected to do so.
>11<	M27	Employee was advised of opportunity to file grievance and elected not to do so.
>12<	M58	No SES reinstatement rights.
>13<	M61	Possible 5 U.S.C. chapter 83, subchapter II, case.
>14<	M67	Forwarding address:
>15<	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
>16<	N26	Lump-sum payment to cover (number) hours ending (date and hour).
>17<	N27	Lump-sum payment to be made for any unused annual leave.

Table 30-C. Remarks and Codes (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>The Remark is</i>
>18<	P05	Special rate under 5 U.S.C. 5305.
>19<	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
>20<	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
21	P80	Salary in block 12 includes supervisory differential of \$_____.
22	P82	Salary in block 12 includes AUO of \$_____.
23	P98	Salary in block 12 includes availability pay of \$_____.
24	R20	Reason for retirement: to obtain retirement benefits.
25	R21	Reason for Retirement:
26	R22	Elected to receive workers' compensation in lieu of a retirement annuity.
27	R55	Refused job offer because: (reasons given by the employee).
28	S23	Agency Finding: No other information available.
29	S25	Agency Finding: (State the specific, factual reason known to the agency as to why the employee retired).
30	S34	Agency Finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
31	S35	Agency Finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
32	S36	Agency Finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
19	Employee is serving a probationary period for a supervisory (or managerial) position	Resigns after being notified of <i>proposed</i> position change for failure to satisfactorily complete that probationary period		S74
20		Resigns after being notified of <i>decision</i> on position change as a result of failure to satisfactorily complete that probationary period		S75
21	Employee received a reduction-in-force notice	Was offered another job	Declined the offer without giving a reason	S51, S54, and S56
22			Gave reasons for declining the offer	S51, S54, and R55
23		Was not offered another job		S51 and S58
24	Separation is based on employee's declination of relocation			R53
25	Separation is based on employee's declination of assignment			R52
26	Employee is terminated after receiving a written notice of adverse action <i>proposed</i> by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the proposed adverse action (see Note 2 of this table)	The action proposed was a separation	S42
27			The action proposed was a demotion	S41
28			The action proposed was a suspension	S40
29	Employee is terminated after receiving a written notice of <i>decision</i> on an adverse action proposed by the Office of Personnel Management or agency (see Note 6 of this table)	The termination was for reasons other than the pending adverse action (see Note 2 of this table)	The decision was a separation	S45
30			The decision was a demotion	S44
31			The decision was a suspension	S43

Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
32	Separation is ordered by the Merit Systems Protection Board			S73
33	Separation is ordered by the Office of Personnel Management			S46
34	Separation is NOT ordered by the Office of Personnel Management or the Merit Systems Protection Board			S47
35	Nature of Action is <i>355/Termination—Exp of Appt</i>			Employee refused extension of appointment
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78
37	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects “7”		E59
38	Employee's total salary includes payment for administratively uncontrollable overtime (AUO)			P82
39	Employee's total salary includes a supervisory differential			P80
40	>Nature of action code is 350 or 354			Employee was in phased retirement status at time of death

Table 31-D. Codes and Corresponding Remarks

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure/life for detailed information.
9	E59	When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.
10	G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
11	G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 late.]
12	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.

Table 31-D. Codes and Corresponding Remarks (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
>14	M19	Certify full time salary for FEGLI.<
>15<	M26	Employee was advised of opportunity to file grievance and elected to do so.
>16<	M27	Employee was advised of opportunity to file grievance and elected not to do so.
>17<	M58	No SES reinstatement rights.
>18<	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
>19<	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
>20<	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
>21<	M64	You have employment rights in (agency) for (how long) under (authority).
>22<	M67	Forwarding address:
>23<	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
>24<	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
>25<	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
>26<	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
>27<	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
>28<	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
>29<	N22	Entitled to (\$) severance pay fund to be paid at the rate of (\$) per week over (number) of weeks beginning (date).

Table 31-D. Codes and Corresponding Remarks (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
>30<	N23	Not entitled to severance pay.
>31<	N26	Lump-sum payment to cover (number) hours ending (date and hour).
>32<	N27	Lump sum payment to be made for any unused annual leave.
>33<	N59	OPF retained by (name & address of office).
>34<	P05	Special rate under 5 U.S.C. 5305.
>35<	P16	Met all requirements for WGI to (grade and step) on (date); due on (date).
>36<	P18	Retained rate period expires (date). Effective (date) pay will be (amount).
>37<		Reserved
>38<	P80	Salary in block 12 includes supervisory differential of \$_____.
>39<	P82	Salary in block 12 includes AUO of \$_____.
>40<	P83	The pay rate of an employee occupying a position subject to Pub. Law 113-76 (section 741 of title VII of division E) shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
>41<	P98	Salary in block 12 includes availability pay of \$_____.
>42<	R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the Standard Form 50, it should be summarized).
>43<	R52	Reason(s) for declination of assignment: (enter reason(s)).
>44<	R53	Reason(s) for declination of relocation: (enter reason(s)).
>45<	R55	Refused job offer because: (reasons given by employee).

Table 31-D. Codes and Corresponding Remarks (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
>46<	S20	(State the conditions under which the employee abandoned the position.)
>47<	S28	Agency Finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
>48<	S29	Agency Finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
>49<	S30	Agency Finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
>50<	S31	Agency Finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).
>51<	S32	Agency Finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
>52<	S33	Agency Finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
>53<	S40	Agency Finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
>54<	S41	Agency Finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
>55<	S42	Agency Finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
>56<	S43	Agency Finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
>57<	S44	Agency Finding: Terminated after receiving written notice on (date) of decision to demote for (reasons).
>58<	S45	Agency Finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
>59<	S46	Separated by order of Office of Personnel Management dated (date) for violation of CS (enter proper rule or regulation).
>60<	S47	Reason(s) for removal: (state reason(s)).
>61<	S48	Reason(s) for termination: (state reason(s)).
>62<	S51	RIF notice dated (date).

Table 31-D. Codes and Corresponding Remarks (Continued)

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
>63<	S54	Offered job(s) of (position title, grade, salary, and geographical location).
>64<	S56	No reason given by employee for refusing job offer.
>65<	S57	Refused extension of appointment.
>66<	S58	No other work available.
>67<	S65	Resigned during initial appointment probationary period.
>68<	S66	Resigned during trial period.
>69<	S68	Employee gave no reason for resignation.
>70<	S73	Separated by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
>71<	S74	Agency Finding: Resigned after receiving notice of proposed position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
>72<	S75	Agency Finding: Resigned after receiving notice of decision on position change as a result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
>73<	S78	Employee is accompanying a U.S. Government sponsor overseas.
>74<	S80	Agency Finding: Resigned after receiving notice that within-grade increase would be denied.
>75<	S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reason(s)).
>76<	S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h).
>77<	S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2).

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TOPIC

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unusual competence and skill by other persons in the profession, occupation, or activity. (5 U.S.C. 3109)

EXPERT POSITION—A position that cannot be satisfactorily performed by someone who is not an expert in that field.

EXTENSION—The continuation of a time-limited appointment (one with an NTE date) up to the maximum time allowed by the authority under which it was effected.

FEDERAL GOVERNMENT SERVICE—The total of all periods of military and civilian Federal service considered for retirement, reduction in force, and leave purposes.

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish three basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FEDERAL PERSONNEL MANUAL (FPM) SYSTEM—An Office of Personnel Management (OPM) system for publishing personnel regulations, policy, and issuing instructions to Federal agencies. The FPM system, which was abolished effective 12/31/93, included:

FPM BULLETINS which contained temporary instructions or notices;

FPM LETTERS which contained continuing instructions that, because of urgency, could not be put in the FPM or its supplements at the time of issuance; and

FPM SUPPLEMENTS which amplified or explained in detail various subjects covered in the basic FPM chapters.

FEDERAL WAGE SYSTEM—The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 U.S.C. 5342. Under this system, pay is adjusted according to the rates paid by private industry for similar jobs in the same area. Included are Federal employees in recognized trade or craft or skilled mechanical crafts, in unskilled, semiskilled or skilled manual labor occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

FEGLI—Federal Employee's Group Life Insurance. (5 U.S.C. chapter 87, 5 CFR parts 870-874, and [The Federal Employees Group Life Insurance Handbook](#))

FEHBP—Federal Employee's Health Benefits Program. (5 U.S.C. chapter 89, 5 CFR part 890, and [The Federal Employees Health Benefits Handbook](#))

FERS RETIREE—A person retired under the Federal Employees Retirement System.

FROZEN SERVICE is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

>FULL RETIREMENT STATUS- A phased retiree who has ceased employment and is entitled, upon application, to a composite retirement annuity.<

FULL-TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

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

GENERAL DISCHARGE—A discharge granted from the Armed Forces under honorable conditions.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531)

GM WITHIN-GRADE INCREASE—is an agency-awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

GRADE—A level of work or range of difficulty, responsibility and qualification requirements. (5 U.S.C. 5102)

GRADE RESTORATION ACTION—An action taken to restore to an employee the grade held prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil

Service Reform Act. The grade restoration action recorded the employee's retained grade in the OPM's data system.

GRADE RETENTION ACTION—An action to retain the grade held by an employee prior to a grade reduction that was effective during the retroactive period of title VIII of the Civil Service Reform Act. The grade retention action documented the employee's step in the retained grade and the rate of basic pay to which he or she was entitled.

GRADE RETENTION ENTITLEMENT—The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

HEALTH BENEFITS—The health service and insurance programs established for Federal employees under 5 U.S.C. 7901 and 8901-8914.

HEARING—The presentation of such oral and written evidence concerning an appeal or equal employment opportunity complaint that the appeal authority or complaints examiner deems pertinent to the consideration of the appeal or complaint on its merits.

IGA CONTINUED RATE OF PAY means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

ILIA—An acronym that stands for “in lieu of involuntary action” and is used with certain natures of action.

INDEFINITE APPOINTMENT—One given a nonpermanent employee who is hired for an unlimited period of time.

INDUCTION—See EOD.

INJURY COMPENSATION—The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment. (5 U.S.C. 8101-8151)

INTERIM GEOGRAPHIC ADJUSTMENT is an additional payment made to a General Schedule, Foreign Service, or Veterans Health Administration employee, or an officer of the U.S. Park Police whose official duty station is in an area where the President has determined that significant pay disparities and recruitment or retention problems exist. (Note: An interim geographic adjustment also may be authorized for other groups of employees upon request of the head of an agency.) [This term was deleted from this Guide in Update 23 (2/97)]

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT—Service when employee works on less than a full-time basis with no prescheduled tour of duty. In the past, “WAE” was used on personnel documents to identify intermittent service.

INVOLUNTARY SEPARATION—A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. Examples include separation based on reduction in force, abolishment of position, expiration of term of office, lack of funds, and unacceptable performance (unless due to the employee's misconduct). ([The CSRS and FERS Handbook, Chapter 44](#))

JOB DESCRIPTION—See POSITION DESCRIPTION.

JOB SHEET—See POSITION DESCRIPTION

LEAD AGENCY—Under the Federal Wage System, an agency designated by the OPM to plan and conduct wage surveys, analyze the survey data and determine and issue required wage schedules for a wage area. (5 U.S.C. chapter 53, subchapter IV, and 5 CFR part 532)

LEGAL AUTHORITY—The legal authority is the law, Executive Order, regulation, agency directive, or the instruction under which the personnel action is taken.

LEAVE, ANNUAL—Leave of absence with pay allowed for personal, emergency, and other purposes. With certain exceptions, employees earn or accrue leave at the rate of 13 to 26 working days a year, depending on length of service. (5 U.S.C. 6303 and 5 CFR part 630, subpart C)

LEAVE, MILITARY—Paid leave provided to Reservists and members of the National Guard under 5 U.S.C. 6323 who serve on active duty. (Military Leave is not available for inactive duty or drills.)

LEAVE, SICK—Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his or her immediate family who is afflicted with a contagious disease. With certain exceptions, all civilian employees of the Federal Government earn sick leave at the rate of 13 working days a year. (5 U.S.C. 6307 and 5 CFR part 630, subpart D)

LEAVE WITH PAY (LWP)—An absence from duty with pay (in sick leave status) granted at the employee's request following the approval of a disability retirement application, or after application for optional retirement due to disability.

LEAVE WITHOUT PAY (LWOP)—A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services. [The specific term LWOP-US was deleted from this Guide in Update 52, dated March 28, 2010.]

LEGAL AUTHORITY SUFFIX—A word or phrase added to the legal authority to more precisely identify the circumstances under which the authority is being used or the action is being taken. These suffixes are generally abbreviated as shown below:

CAA = Action proposed under civil service adverse action procedures

CLG = Change to Lower Grade

Comp = Competitive

Decl = Declined

Disp = Displacement

EAA = Action proposed under agency procedures which are equivalent to civil service adverse action procedures

Eq = Equivalent

Exc = Excepted Service

Inj = Injury

Mil = Military

Mix = For mixed reasons, (for both conduct and performance reasons)

MFD = More than 14 days

NARS = No Appeal Rights

Nonsupv = Nonsupervisory

Nondisp = Nondisciplinary

OAA = Action proposed under other adverse action procedures

OTD = Over 30 days

Perf = Performance

Preappt = Preappointment

Prom = Promotion

Prob = Probationary

Reas = Reassignment

Recert = Recertification

Reclass = Reclassification

Relo = Relocation

RIF = Reduction in force

T/F = Transfer of Function

WTO = Worker Trainee Opportunity Program

LIFE INSURANCE—The group life, death and accidental dismemberment insurance available to Federal employees. (5 U.S.C. chapter 87 and 5 CFR parts 870-874)

LOCALITY PAYMENT means a locality-based comparability payment under 5 U.S.C. 5304 or equivalent payment under another authority.

LOCALITY-BASED COMPARABILITY PAYMENT means a payment under 5 U.S.C. 5304. [This term was deleted from this Guide in Update 46, dated January 7, 2007.]

LWOP—See LEAVE WITHOUT PAY.

LWP—See LEAVE WITH PAY.

MASS TRANSFER—The movement of an employee with his or her position to a different agency when (1) a transfer of function or an organization change takes place and (2) there is no change in the employee's position, grade, or pay. (Note: for purposes of this definition, a change in the amount of any locality payment to which the employee is entitled is not a change in pay.)

MERGED RECORDS PERSONNEL FOLDER (MRPF), Standard Form 66-C is a file containing

personnel records established both within and outside the scope of OPM's recordkeeping authority.

MERIT PAY SYSTEM—The pay system established, under 5 U.S.C. chapter 54, for General Schedule employees in grades 13 through 15 who were in supervisory, managerial, or management official positions. The Merit Pay System was replaced by the Performance Management and Recognition System, which was terminated on 11-01-93.

MERIT PROMOTION PROGRAM—See MERIT STAFFING PROGRAM.

MERIT STAFFING PROGRAM—The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and ranked for the position on the basis of their experience, education, skills and performance record. (5 CFR part 335)

MILITARY RETIREE—A person who has retired from the Army, Navy, Air Force, Marine Corps, or Coast Guard.

MOBILIZATION—Readiness provisions for operating the Federal Personnel System in time of national emergency. (5 CFR part 230, subpart D)

MSPB—Merit Systems Protection Board.

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a personnel action is documented by a Standard Form 50, Notification of Personnel Action.

NONAPPROPRIATED FUNDS

INSTRUMENTALITY (NAFI) means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees. (5 U.S.C. 2105(c))

NONCOMPETITIVE ACTION means a promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service. (5 CFR 210.102)

OCCUPATIONAL CODE—See definition of series.

OFFICIAL PERSONNEL FOLDER (OPF) [INCLUSIVE OF AN APPROVED ELECTRONIC EQUIVALENT OF THE SAME (i.e., eOPF)] - Standard Form 66 is a file containing records and documents related to civilian employment under title 5, U.S. Code.

ON-CALL EMPLOYEE—one who worked when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year. [On-call employment was deleted from this Guide in Update 15, 3/15/95.]

OPERATING MANUALS—OPM issuances that contain procedural guidance applicable to all agencies.

OPM—The Office of Personnel Management.

PART-TIME SERVICE or PART-TIME EMPLOYMENT—Employment on less than a full-time basis under a prescheduled regular tour of duty.

PART-TIME WORK SCHEDULE—A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY ADJUSTMENT—[as used in this Guide] Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also considered a pay adjustment.

PAY PLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., General Schedule (GS), Executive Schedule (EX), and Leader under the Federal Wage System (WL).

PAY RETENTION ENTITLEMENT—The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied. (5 U.S.C. 5363 and 5 CFR part 536)

PENSION—money paid by the Department of Veterans Affairs for disability that is not necessarily service-connected.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)—The pay system established under Public Law 98-615 to replace the Merit Pay System for General Schedule employees in grades GS-13 through GS-15 in supervisory, managerial, or management official positions. PMRS was terminated on 11-01-93 by Public Law 103-89.

PERSONNEL ACTION—The process necessary to appoint, separate, or make other personnel changes.

PERSONNEL OFFICE IDENTIFIER (POI)—Identifies the Federal civilian personnel office authorized to appoint and separate the employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer

programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

>PHASED EMPLOYMENT—The less-than-full-time employment of a phased retiree.

PHASED RETIREE—A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and employee have not entered full retirement status.

PHASED RETIREMENT PERIOD—The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.

PHASED RETIREMENT STATUS—A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.<

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and by reinstatement of a former employee.

PMRS MERIT INCREASE—An agency-awarded increase in rate of basic pay with no change in grade to an employee who was under the Performance Management and Recognition system.

POSITION means the work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee. (5 U.S.C. 5102 and 5 CFR 511.101)

POSITION CHANGE—A move by an employee from one position to another position during his or her continuous service within the same agency. When the move establishes the employee's eligibility for grade retention (under 5 U.S.C. 5362), the nature of action for the move is also called "Position Change." It is also called a "Position Change" when an employee who is already entitled to grade retention moves to another position at or below his or her retained grade. Moves when the employee is not entitled to grade retention are called promotions, changes to lower grade, or reassignments.

POSITION CLASSIFICATION means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE—The name of a position, such as “Secretary,” or “Civil Engineer,” or “Personnel Staffing Specialist.”

PRD (PAY RATE DETERMINANT)—A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

PREFERENCE (VETERANS' PREFERENCE) is an employee's category of entitlement to preference in the Federal service based on active military service that was terminated honorably:

- 5-point preference is the preference granted to a preference-eligible veteran who does not meet the criteria for one of the types of 10-point preferences listed above.

- 10-point (disability) preference is the preference to which a disabled veteran is entitled.

- 10-point (compensable disability) preference is the preference to which a disabled veteran is entitled if he or she has a compensable service-connected disability rating of 10-percent or more.

- 10-point (30% compensable disability) preference is the preference to which a disabled veteran is entitled if he or she is entitled to a 10-point preference due to a compensable service-connected disability of 30 percent or more.

- 10-point (other) preference is the preference granted to the widow/widower or mother of a deceased veteran or to the spouse or mother of a disabled veteran. It is called “derived preference” because it is derived from the military service of someone else - a veteran who is not using it for preference. When the disabled veteran does use the service for preference, then the spouse or mother is no longer entitled to preference.

PREFERENCE ELIGIBLE means veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 U.S.C. 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil

service examination (see 5 U.S.C. 3309). They are also accorded a higher retention standing in the event of a reduction in force (see 5 U.S.C. 3502). Preference does not apply, however, to inservice placement actions such as promotions.

PREMIUM PAY—Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

PREVAILING RATE SYSTEM—See FEDERAL WAGE SYSTEM.

PREVIOUS RETIREMENT COVERAGE—An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or Federal Employees Retirement System.

PROBATIONARY PERIOD is the first year of service of employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights. (5 CFR part 315, subpart H)

PROMOTION—A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

PROVISIONAL APPOINTMENT—A temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment and has current authority for such conversion.

QUALITY (STEP) INCREASE (QSI OR QI)—An increase in employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

QUALIFICATIONS STANDARDS FOR THE GENERAL SCHEDULE (formerly Handbook X-118)—Qualification standards manual. The manual contains specific standards for General Schedule positions.

“RARE BIRD” POSITION—One where the OPM has determined that the pay or duties of the position are such, or that the qualified persons are so few, it would not be in the interest of good civil

service administration to fill the position through open-competitive examination. (5 CFR 316.601)

RATE OF BASIC PAY—The rate of pay fixed by law or administrative action for the position held by an employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), or a retained rate – excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).

REALIGNMENT—The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

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

RECRUITMENT BONUS—A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position. (5 U.S.C. 5753) [The term “Recruitment Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

RECRUITMENT INCENTIVES — are payments made to newly-appointed employees when an agency determines that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

REDUCTION IN FORCE (RIF)—Separation of an employee from his or her competitive level, required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. (5 U.S.C. chapter 35, subchapter I, and 5 CFR part 351)

REDUCTION IN GRADE, See CHANGE TO LOWER GRADE

REEMPLOYED ANNUITANT—A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

REEMPLOYMENT PRIORITY LIST—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

REEMPLOYMENT RIGHTS—The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment. This other employment may be with the Foreign Service, public international organizations, or other agencies in the executive branch or overseas. (5 CFR part 352)

REGISTER—A list of qualified applicants compiled in order of relative standing for certification.

>**REGULAR EMPLOYMENT**—The full-time or part-time period of employment of an individual who is not participating in phased retirement [Chapter 27].<

REINSTATEMENT—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

RELOCATION BONUS—A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position. (5 U.S.C. 5753) [The term “Relocation Bonus” was deleted from this guide in Update 45, dated August 6, 2006.]

RELOCATION INCENTIVES —are payments made to current employees who must relocate to accept a position in a different geographic area when an agency determines that the position is

likely to difficult to fill in the absence of an incentive. (5 U.S.C. 5753)

REMOVAL—A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

RESERVIST—A member of the Army, Navy, Air Force, Marine Corps or Coast Guard reserves.

RESIGNATION—A separation action initiated by the employee to leave Federal civil service.

RESIGNATION-ILIA—A nature of action used to document the resignation initiated by employee under circumstances that meet the definition of “involuntary separation” in [Chapter 44 of The CSRS and FERS Handbook](#).

RESTORATION RIGHTS—The entitlement of employees who leave their civilian positions for military duty to return to those positions after termination of that duty and the entitlement of an employee to return to his or her position after recovery from compensable injury. (5 CFR part 353)

RETAINED RATE—A rate of pay above the maximum rate of the employee's grade which an employee is allowed to keep in special situations rather than having his or her rate of basic pay reduced.

RETENTION ALLOWANCE is the annual total dollar amount (up to 25 percent of basic pay) paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid. (5 U.S.C. 5754) [The term “Retention Allowance” was deleted from this guide in Update 45, dated August 6, 2006.]

RETENTION INCENTIVES —are payments made to employees when an agency determines that the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. (5 U.S.C. 5754)

RETENTION PREFERENCE—The relative right of an employee to be retained in a position

when similar positions are being abolished and employees in them are being separated or furloughed. (5 CFR part 351)

RETENTION REGISTER—A written or printed record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction in force to determine which employees are retained and which are separated or moved to other positions. (5 CFR part 351)

RETIREMENT—Separation from the service when employee is eligible to obtain an immediate annuity.

RETIREMENT, DEFERRED—Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the Civil Service Retirement System and then left Federal service or moved to a position not under the retirement system. An employee covered by the Federal Employees Retirement System who separates after completing 10 years of service can also receive a deferred retirement upon reaching the Federal Employees Retirement System “Minimum Retirement Age” (55 to 57, depending on birth date). ([The CSRS and FERS Handbook](#))

RETIREMENT, DISCONTINUED SERVICE—Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency. An employee who does not meet the age and service requirements for optional retirement at the time of separation may retire on discontinued service if he or she is age 50 with 20 years of creditable service or at any age with 25 years of creditable service including 5 years of civilian service. ([The CSRS and FERS Handbook](#))

RETIREMENT, OPTIONAL means voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements. Under the Civil Service Retirement System (CSRS), an employee qualifies at age 55 with 30 years of creditable service; under the Federal Employees Retirement System (FERS), an employee qualifies at the minimum retirement age (55-57, depending on birth date) with 30 years of creditable service. Under both CSRS and FERS, an employee also qualifies at age 60 with 20 years of creditable service and at age 62 with 5 years of creditable service. ([The CSRS and FERS Handbook](#))

RETURN TO DUTY—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

SABBATICAL—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V or the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) is a separation action initiated by an agency when the employee enters

on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C) [This term was deleted from this guide in Update 46, dated January 7, 2007.]

SPECIAL RATES—Are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under 5 U.S.C. 5305 for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called “50”)—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a “52”)—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this Guide)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or

her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00 equal to the employee's former step rate).

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service.

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as “TAPER” appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B). [The term “TAPER” was deleted from this Guide in Update 43, dated July 25, 2004].

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and

with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction in force.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD —An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal

service based on active military service that terminated honorably.

WAE (*when actually employed*)—See INTERMITTENT SERVICE.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (*Without Compensation*)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to

the next after meeting requirements for length of service and performance.

WITHIN-RANGE INCREASE (WRI) – Is an increase in an employee's rate of basic pay within the pay range for his grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). A GS within-grade increase (WGI) is one type of within-range increase.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency