

U.S. Office of Personnel Management  
Operating Manual Update

# The Guide to Processing Personnel Actions

Update 87 – Chapter 31

## ***Notice***

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**Distribution:** Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

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Summary of Changes, Chapter 31 (Update 87)

Removed Pages	Identification	Insert Page	Explanation of Changes
31-1 thru 3-36	N/A	1 thru 37	Chapter 31, in its' entirety has been updated, to include: (1) reformatted page numbers from 31-1, 31-2, 31-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in >dark red font surrounded by angled brackets<; (5) distinguished deletion/removal of text with *** in green font; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 31

Chapter	Page Number(s)	Explanation of Changes
31	Various	Incorporated or updated regulatory hyperlinks throughout Chapter 31. Added (SF-) abbreviation after Standard Form and used SF- throughout Chapter 31 as appropriate.
31	1	Added: New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets<. Deletion/removal of text is distinguished with *** in green font.

A-3

Chapter	Page Number(s)	Explanation of Changes
31	2	<p>2. Definitions, item a.:</p> <p>Revised definition of Appeal Rights to read:</p> <p>An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a <b>&gt;n&lt; ***</b> action by presenting evidence and/or calling witnesses before an *** official who has the authority to modify or rescind the *** action. For purposes of this chapter, the right to challenge an action through procedures designed to handle <b>&gt;Equal Opportunity Commission (EEOC), or the Office of Special Counsel (OSC)&lt;</b> complaints *** is <b>not an “appeal right”</b>.</p>
31	8	6: Instructions: b: Added : legal
31	9	6: Instructions: h: Added : /permanent
31	12	<p>Table 31-A: Removed: Rule #9 - After receiving notice of proposed placement out of the Senior Executive Service because of failure to be recertified. Removed : LAC: R9M Reg. 715.202 Recert.</p> <p>Note: Rule 9 deleted as it is no longer applicable. Section <a href="#">1321 of the Homeland Security Act</a> repealed SES recertification requirements. <a href="#">5 CFR part 359, subpart C</a> was deleted from regulation in 2004 (see <a href="#">69 FR 70355</a>).</p>
31	16	Table 31-B: Added: Summary to title of table.
31	17	<p>Table 31-B: Removed: Rule #6 – Action is based failure to be recertified. Removed: LAC: VCW 5 U.S.C.3594(b)(3).</p> <p>Note: Rule 6 deleted as it is no longer applicable. Section <a href="#">1321 of the Homeland Security Act</a> repealed SES recertification requirements. 5 U.S.C. 3594(b)(3) no longer exists.</p>
31	19	Rule 15/16 and 17: Added: See note 1

Chapter	Page Number(s)	Explanation of Changes
31	27	<p>Table 31-C: Removed: Rules #8 and 9 – Resigns after receiving notice of placement out of the Senior Executive Service because of failure to be recertified. And is applying for discontinued service. Removed: Remarks: M58, S82, S83, S84.</p> <p>Note: Rule 8 and 9 deleted as they are no longer applicable. Section <a href="#">1321 of the Homeland Security Act</a> repealed SES recertification requirements.</p>
31	33	Table 31-C: Rule #72 – Added “or” for clarity.
31	35	Table 31-D: Rule #40: Remark P83: Revised remark text to read: The employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.

# **Chapter 31: Separations by Other than Retirement (Natures of Action 312, 317, 330, 350, 351, 352, 353, 355, 356, 357, 385, and 390)**

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New text changes and/or additions are distinguished in **>dark red font surrounded by angled brackets<**. Deletion/removal of text is distinguished with **\*\*\* in green font**.

## 1. Coverage

- a. Separations are actions that end employment with an agency. This chapter covers separations by other than retirement. Actions covered include: resignations; terminations; removals; separations due to reduction in force; separations to enter the uniformed services; and deaths. It includes those involuntary separations under which the employee may be eligible for discontinued service retirement, or MRA+10 retirements when the employee chooses to postpone the MRA+10 annuity commencing date beyond 31 days after separation. (See Chapter 44 and 42, respectively, of [The CSRS and FERS Handbook](#).)
- b. This chapter does not cover: retirements (Chapter 30); movements from one part of an agency to another (Chapter 14); changes in the human resource system serving the employee (not an official personnel action); or details to a State or local government, to an institution of higher learning, to another agency, or to an international organization (Chapter 14).

## 2. Definitions

- a. **Appeal Rights**— An appeal right is an opportunity provided by law, Executive Order, regulation, or agency procedures to challenge a **>n< \*\*\*** action by presenting evidence and/or calling witnesses before an **\*\*\*** official who has the authority to modify or rescind the **\*\*\*** action. For purposes of this chapter, the right to challenge an action through procedures designed to handle **>Equal Opportunity Commission (EEOC), or the Office of Special Counsel (OSC)<** complaints **\*\*\* is not an “appeal right”**.
- b. **Resignation**—a separation initiated by an employee.
- c. **Resignation—ILIA (in lieu of involuntary action)**—a separation initiated by the employee under circumstances that meet the **definition of “involuntary separation”** in [Chapter 44 of The CSRS and FERS Handbook](#).
- d. **Removal**—a separation from Federal service initiated by the agency, the Office of Personnel Management or the Merit Systems Protection Board under parts [359, 432, 731, or 752 of](#)

[title 5, Code of Federal Regulations; section 1201 of title 5, U.S. Code](#); or comparable agency statutes or regulations. (Note: This Chapter covers actions that remove an employee from the agency. Most removals from the Senior Executive Service under part 359 result in conversion to an appointment outside the Senior Executive Service. These conversions are covered in Chapters 9-11.)

- e. Separation-Appt In (name of entity)—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.
- f. Separation-US (uniformed services)—a separation action initiated by the agency when the employee enters on duty with the uniformed services. (Note: This action is not appropriate when an employee fails to return and did not provide written notice of intent not to return. In that case, he or she is subject to the policy and disciplinary action the agency would normally apply for a similar absence without approval.)
- g. Separation-RIF—a separation from the agency under parts [351 or 359, title 5, Code of Federal Regulations](#), or as a consequence of reduction in force.
- h. 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.
- i. 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.
- j. Termination-Exp of Appt—a separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment.
- k. 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.

### 3. Selection of Legal Authority

- a. **Meaning of “equivalent to CS Regs.”** For some actions covered by this Chapter, the legal authority will depend on whether the action is being taken under civil service laws and regulations, under agency procedures that are equivalent to those required under civil service laws and regulations, or under other procedures. To select the legal authority, you must know what procedures were used. If you are not sure, ask the person who approved the action. *You cannot select the correct authority without knowing the procedures used to effect the action.*
- b. **Agency-Unique Authorities.** If the action is being taken under an authority that is unique to your department or agency, cite that authority instead of the authority and code shown in this Chapter. The Office of Personnel Management must have issued an authority code before an agency-unique authority can be used instead of the authorities shown in this Chapter.
- c. **Actions for Which the Agency Must Select the Authority.** For some actions you will be given a legal authority code and told to cite the appropriate authority.
  - i. If a specific law, Executive Order, regulation, or agency directive was the basis for the action, cite it in the legal authority block on the **\*\*\*>SF-<52/50**, along with the legal authority code shown in the table.
  - ii. When the employee is serving on a temporary appointment and no other law, Executive Order, regulation, or agency directive applies to the action, cite the appointment authority in the legal authority block on the **\*\*\*>SF-<52/50**, along with the legal authority code shown in the table.
  - iii. For situations not described in paragraphs (1) and (2), cite **“5 U.S.C. 302”** in the legal authority block on the Standard Form 52/50, along with the legal authority code shown in



the table. [5 U.S.C. 302](#) is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions. Cite it *only* in those rare instances when no other authority is appropriate for the action.

#### 4. Documenting Reason(s) for Separations

- a. Need for Remarks. Most of the actions in this Chapter require remarks that document the reasons for the action. These remarks are used to determine future employment eligibility and eligibility for various benefits, including unemployment compensation. When a former employee applies for unemployment compensation, the State employment security agency will use the nature of action and the remarks to adjudicate the claim. Inadequate or incomplete information about the separation may result in delays or errors in processing such claims.
- b. Employee's Reason for Resignation.
  - i. Each person who resigns should be asked to do so in writing. Part E of the [\\*\\*\\*>SF-52<](#) is one option for submitting a written resignation. When the employee resigns orally, try to obtain written confirmation. If this is not possible, ask the person who received the oral resignation to document it in a memorandum for the record.
  - ii. In the remarks section of the [\\*\\*\\*>SF-50<](#), quote in full the employee's **reason for resigning**. **If the employee's reason** is so lengthy that it will not fit in the space available, summarize it. The entire reason will remain a matter of record because the resignation is a long-term Official Personnel Folder document.
- c. Agency Comments Regarding Employee's Reason for Resignation—Agency Finding.
  - i. Employees without appeal rights. When the employee is serving an initial appointment probation or a trial period required by civil service or agency regulations, or when

employee is serving under an appointment that does not afford appeal rights, NO agency comments or findings regarding the employee's resignation may be placed on the \*\*\*>[SF-52](#)<, \*\*\*>[SF-50](#)<, in the employee's Official Personnel Folder, or in the Employee Performance Folder.

- ii. Employees with appeal rights. Agency findings should be documented on the resignation \*\*\*>[SF-50](#)< only when the employee has appeal rights and has been notified in writing of an agency action BEFORE the resignation was submitted. Agency findings should be documented if the employee was notified of:
  - 1. a proposed or pending disciplinary or adverse action;
  - 2. a proposed or pending position change due to failure to complete a supervisory/managerial probationary period successfully;
  - 3. action to withhold a within-grade increase; or
  - 4. proposed removal from the Senior Executive Service.

*Unless the employee was notified in writing BEFORE submitting the resignation, do NOT record any adverse agency findings on the \*\*\*>[SF-52](#)<, \*\*\*>[SF-50](#)<, in the Official Personnel Folder or the Employee Performance Folder.*

d. Agency-Initiated Separations

- i. Employees without appeal rights. When an employee who is serving on an appointment that *does not* afford appeal rights is separated for conduct and/or performance reasons, NO agency reasons for or comments regarding the action may be placed on the \*\*\*>[SF-52](#)<, the \*\*\*>[SF-50](#)<, in the Official Personnel Folder or Employee Performance Folder.
- ii. Employees with appeal rights. When an employee serving on an appointment that does afford appeal rights is separated by the agency, the agency must summarize the

reason(s) for the action in the \*\*\*>[SF-50](#)< remarks. The reason(s) must be consistent with any written reason(s) previously given the employee as the basis for his or her separation.

- e. Unemployment Compensation Claims. An agency may have factual information that would impact on a former **employee's** unemployment compensation claim but is not documented on the separation \*\*\*>[SF-50](#)<. In these cases, the agency may **retain that information in a "subject file" that is separate and** apart from the employee's personal records or any other records that are filed by and retrieved by employee name or employee identifier (such as an employee number, a payroll number, or Social Security Number). These files are retained for two years from the effective date of the separation.

## 5. Effective Dates

All separations are effective at the end of the day (midnight) unless an earlier time is indicated on the \*\*\*>[SF-50](#)<.

- a. Termination-Appointment In. When the separation is to move to other Federal employment without a break in service, the effective date should be the day immediately preceding the day the employee entered on duty in the new employing agency. Do not process the Termination-Appt In (agency) action before receipt of evidence that the employee actually has been appointed in the other agency. Accept as evidence of the appointment only:
  - i. A copy of the \*\*\*>[SF-50](#)< or list form of notice by which the other agency appointed the person; or
  - ii. a copy of the other agency's appointment \*\*\*>[SF-52](#)< showing the appointment date and the appointing official's signature.
- b. Termination during probationary period. The initial appointment probationary period ends at the end of the employee's tour of duty on the last workday of the probationary period. If management decides to terminate the employee during the probationary period, the \*\*\*>[SF-50](#)< must be

effective on a day prior to the last day of the probationary period, or at a specific time of day before the end of the employee's workday on the last day of the probationary period.

- c. Other separations. Resignations are effective on the date specified by the employee. Other separations are effective on the date set by the agency. When advance notice periods are required by law or regulation (for example, under adverse action procedures), the separation may not be effective prior to the last day of any notice period.
- d. Two actions proposed for the same date. When two actions, such as a termination during probationary period and a resignation, are proposed for the same date but one specifies an earlier time, process the one with the earlier time. When two actions are proposed for the same date and time, process the one that was submitted *first*.

Example 1: On July 12<sup>th</sup>, a supervisor submits a request to terminate a probationary employee, effective July 16<sup>th</sup>. On July 13<sup>th</sup>, the employee submits a resignation **to be effective "at the end of the workday on July 16<sup>th</sup>."** **The agency's** action would be effective at midnight since an earlier time was not specified. Because the actions would be effective at different times, and because the resignation would be effective first, the agency processes the resignation instead of the termination.

Example 2: On April 10<sup>th</sup>, the agency notifies the employee of its decision to remove him effective May 10<sup>th</sup>. On April 12<sup>th</sup>, the employee submits a resignation which is also effective on May 10<sup>th</sup>. Because neither request specifies an earlier time, each would be effective at midnight on May 10<sup>th</sup>. Since the removal was submitted first, the agency processes the removal instead of the resignation.

## 6. Instructions

- a. Follow instructions in Chapter 4 to complete the \*\*\*>[SF-52](#)< and \*\*\*>[SF-50](#)<.
- b. Select the nature of action and >legal< authority from the appropriate table:

- i. Use [Table 31-A](#) for resignations; and
  - ii. Use [Table 31-B](#) for separations other than resignations.
- c. Use [Table 31-C](#) to select codes for remarks required for the action. Use [Table 31-D](#) to translate remarks codes into the remarks.
  - d. Also enter any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.
  - e. An employee may receive a within-grade increase (WGI) while in nonpay status when the WGI becomes due during the period of nonpay time that is creditable for that step. If the WGI was not processed before the separation, show the step and salary to which employee was entitled in blocks 19 and 20 of the separation **\*\*\*>[SF-50](#)<**. Use remark P16 to explain that the employee met requirements for the WGI.
  - f. Follow your agency's instructions to process the action and distribute the **\*\*\*>[SF-50](#)<**.
  - g. Check [The Guide to Personnel Recordkeeping](#) to decide what documents submitted or created in connection with the action should be filed in the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.
  - h. Follow instructions in [The Guide to Personnel Recordkeeping](#) to transfer the Official Personnel Folder. After you dispatch it, if you find any long-term (right **>/permanent<** side) records that belong to the Folder, send them immediately to the address to which the Folder was sent. Be sure employee's full name, social security number, and date of birth are on *each form or document*.

## Job Aid

### Actions When an Employee Separates

Instructions: This list is intended as a reminder of actions that may be required when an employee separates. Follow your agency procedures to be sure that all required actions are taken.

<i>If the Employee</i>	<i>Then</i>
Separates for a reason other than death	On or before the separation date, give the employee a completed <a href="#">Standard Form 8</a> showing the full address of the payroll office maintaining the records.
Is enrolled in a health benefits plan	Follow instructions in the <a href="#">Federal Employees' Health Benefits Handbook for Personnel and Payroll Offices</a> .
<b>Has Federal Employees' Group Life Insurance (FEGLI) coverage</b>	Follow instructions in The <a href="#">Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices</a> .
Is covered by the Civil Service Retirement System or the Federal <b>Employees' Retirement System</b>	Follow instructions in <a href="#">The CSRS and FERS Handbook for Personnel and Payroll Offices</a> .
Was receiving or was entitled to receive severance pay based on a previous separation	Send a copy of the separation ***> <a href="#">SF-50</a> < to the agency responsible for the severance pay fund so they will know to begin or resume any required payments.
May be entitled to severance pay based on this separation	Follow agency procedures. (Refer to <a href="#">title 5, Code of Federal Regulations, part 550</a> .)
May be eligible for consideration under <b>the agency's reemployment priority list</b> , agency career transition assistance plan, or the interagency career transition assistance plan	Follow agency procedures. (Refer to <a href="#">title 5, Code of Federal Regulations, part 330</a> .)
Was earning leave	Follow agency procedures for processing lump sum payments and preparing the Standard Form 1150, Record of Leave Data.

# Tables

Table 31-A. Documenting Resignations (See Note 1 of this table)

>Notes and Remarks columns have been added.<

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks			
1	While employee is serving an initial appointment probation, or a trial period required by civil service or agency regulations		317	Resignation	RUM	<a href="#">Reg. 715.202</a> Other	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in Table 31-B to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.  2. See <a href="#">Regulation 752.401(c)</a> for a list of the employees who are covered by Part 752 of the civil service regulations and, therefore, have appeal rights. If the employee is serving on an appointment that is not listed in Regulation 752.401(c), such as on an Appt NTE in the competitive service, then the employee has no appeal rights.  3. <b>The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures."</b>	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>			
2	While employee is serving under an appointment that does not afford an appeal right (See note 2)										
3	While employee is serving a probationary period in the Senior Executive Service										
4	After receiving notice of proposed or pending adverse action based in whole								Action is proposed under <a href="#">5 U.S.C., chapter 75</a>	RQM	<a href="#">Reg. 715.202</a> CAA (See Note 3)
5	or in part on employee's misconduct or delinquency								Action is proposed under agency procedures equivalent to <a href="#">5 U.S.C., chapter 75</a>	RRM	<a href="#">Reg. 715.202</a> EAA (See Note 3)
6									Action is proposed under other procedures not described in Rules 1-5	RSM	<a href="#">Reg. 715.202</a> OAA (See Note 3)

Table 31-A. Documenting Resignations, (See Note 1 of this table), Continued

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Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
7	After receiving notice of proposed or pending position change as result of failure to satisfactorily complete supervisory (or managerial) probationary period		317	Resignation	R6M	<a href="#">Reg. 715.202</a> Prob	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in <a href="#">Table 31-B</a> to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
8	After receiving notice of proposed removal or placement out of the Senior Executive Service for unacceptable work performance during probation		312	Resignation-ILIA	R6M	<a href="#">Reg. 715.202</a> Prob		
9	***				***	***		
10	After receiving notice of proposed placement out of the Senior Executive Service for less than successful performance following completion of Senior Executive Service probation				R7M	<a href="#">Reg. 715.202</a> Perf		
11	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or unsatisfactory work performance not covered under Rules 1-10	Action is proposed under <a href="#">5 CFR part 432</a>			R7M	<a href="#">Reg. 715.202</a> Perf		



Table 31-A. Documenting Resignations, (See Note 1 of this table), Continued

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Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
12	After employee receives written notice of proposed or pending position change, demotion, or termination for unacceptable or	Action is proposed under agency procedures equivalent to those under <a href="#">5 CFR part 432</a>	312	Resignation-ILIA	R8M	<a href="#">Reg. 715.202</a> Eq Perf	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in <a href="#">Table 31-B</a> to process the action as a 352/Termination-Appnt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
13	unsatisfactory work performance not covered under Rules 1-10	Action is proposed under procedures not described in Rules 11-12			RUM	<a href="#">Reg. 715.202</a> Other		
14	After employee receives written notice that position will be contracted out under <a href="#">Office of Management and Budget Circular A-76</a>				RTR	<a href="#">Reg. 715.202</a> (A-76)		
15	In lieu of proposed or pending reduction in force action or after written notification that position is being abolished	When Rule 14 does not apply			RTM	<a href="#">Reg. 715.202</a> RIF		

Table 31-A. Documenting Resignations, (See Note 1 of this table), Continued

Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
16	After receiving notice of a new assignment as part of an established rotation policy within the agency or that was directed by the agency (See note 4)	Assignment is out of commuting area and was not provided for at time of appointment	312	Resignation-ILIA	RXM	<a href="#">Reg. 715.202</a> Relo	<p>1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in <a href="#">Table 31-B</a> to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.</p> <p>3. <b>The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures."</b></p> <p>4. If an employee declines a reassignment and the agency issues a notice of proposed separation that is then followed by the employee's resignation, use Rules 20-22.</p> <p>5. Use this rule only when the employee has been notified in writing of the proposed action.</p>	<p><a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a></p>
17	After receiving written notice of a new assignment as a result of his or her job being contracted out under <a href="#">Office of Management and Budget Circular A-76</a>			RPR	<a href="#">Reg. 715.202</a> (A-76 Assignment)			
18	After receiving notice of a new assignment as a result of his or her job function being moved outside of employee's commuting areas (See note 4)	New assignment is <i>not</i> the result of contracting out under <a href="#">Office of Management and Budget Circular A-76</a>			RWM	<a href="#">Reg. 715.202</a> Reas		
19	In lieu of an involuntary action described in Chapter 44 of <a href="#">The CSRS and FERS Handbook</a> , and not covered in Rules 1-18	Employee has received written notice of the proposed action			RPM	<a href="#">Reg. 715.202</a>		
20	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (See note 5)	Action is proposed under <a href="#">5 U.S.C., chapter 75</a>			ROM	<a href="#">Reg. 715.202</a> CAA (See note 3)		
21	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (See note 5)	Action is proposed under agency procedures equivalent to those under <a href="#">5 U.S.C., chapter 75</a>			RRM	<a href="#">Reg. 715.202</a> EAA (See note 3)		

Table 31-A. Documenting Resignations, (See Note 1 of this table), Continued

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Rule	If Resignation is	And	Then NOAC is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
22	In lieu of proposed or pending adverse action that is NOT based on employee's misconduct or delinquency and is not covered by Rules 1-19 (See note 5)	Action is proposed under other procedures not described in Rules 1-21	312	Resignation-ILIA	RSM	<a href="#">Reg. 715.202</a> OAA (See note 3)	1. When employee is leaving your agency to accept employment without a break in service in another agency, follow the instructions in <a href="#">Table 31-B</a> to process the action as a 352/Termination-Appt In (agency). When the employee is moving to another appointment in your agency without a break in service, process the action as a conversion to the new appointment, not a resignation.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
23	Under conditions not covered in Rules 1-22 (See note 6)		317	Resignation	RPM	<a href="#">Reg. 715.202</a> 3. The suffix "CAA" stands for "in lieu of action proposed under Civil Service adverse action procedures;" the suffix "EAA" stands for "in lieu of action proposed under agency procedures that are equivalent to the Civil Service adverse action procedures;" and the suffix "OAA" stands for "in lieu of action proposed under other adverse action procedures." 5. Use this rule only when the employee has been notified in writing of the proposed action. 6. If a Department of Defense employee is resigning to accompany a sponsor overseas, use <a href="#">Table 31-B</a> .		

Table 31-B. Documenting Separations other than Resignations and Retirements &gt;Summary&lt;

<i>If Action is based on</i>	<i>Go to Rules</i>
Abandonment of position	61
Appointment in another agency	2-12
Conduct	35-40
Conduct and Performance	41-46
Contracting out of Employee's Position	17
Death	1
Death in the Line of Duty	64
Directed Reassignment, failure to accept	21-23
Expiration of Appointment	14
Failure to qualify for conversion	57-60
Function or activity moves, employee declines to accompany	24-26
Lack of work/funds when employee is on a temporary appointment	18-19
Merit Systems Protection Board instruction	53
National security, directed by head of agency	56
Office of Personnel Management instruction	54-55
Performance	27-34
Pre-appointment conditions	47-52
Reemployed annuitant, employee being a	62
Reduction in Force (RIF)	15-16
Relocation of a Department of Defense Sponsor	20
Uniformed Services, duty with	13
Circumstances not listed above	63-65

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

>Notes and Remarks columns have been added.<

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
1	Because of death of employee (See note 5)		350	Death		(No entry required)	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17. 2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving to determine if the move is to a position at a higher or lower grade. 5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President and is documented using rule 64. If at the time of processing the action a determination of death in the line of duty is pending confirmation, document the action using rule 1 and should the finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
2	Because employee moves without break in service from one Senior Executive Service position to another in a different agency (See note 1)		352	Termination- Appt In (Agency)	VCR	<a href="#">5 U.S.C. 3395</a>		
3	When a Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency as a result of action initiated by the appointing officer	Action is based on unacceptable performance during the Senior Executive Service probationary period			VDJ	<a href="#">5 U.S.C. 3594(a)</a>		
4		Action is based on less than fully successful performance following the Senior Executive Service probationary period			VCS	<a href="#">5 U.S.C. 3594(b)(1)</a>		
5		Action is based on reduction in force			VCT	<a href="#">5 U.S.C. 3594(b)(2)</a>		
6		***			***	***		
7	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (See notes 1 and 2)	Separation is because function moves from one agency to another			PDM	<a href="#">Reg. 351.302</a>		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
8	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 6 (See notes 1 and 2)	Employee accepts job at a higher grade	352	Termination- Appt In (Agency)	DFM	Cite specific authority for action (i.e., 5 CFR part 715 Prom, or an agency specific authority)	<p>1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.</p> <p>2. When employee is on grade retention, compare the grade being retained with the grade of the position to which he or she is moving to determine if the move is to a position at a higher or lower grade.</p>	<p><a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a></p>
9	Because employee has accepted a position in another Federal agency without a break in service under circumstances not covered in Rules 2 through 8 (See notes 1 and 2)	Employee accepts a job at a lower grade job	352	Termination- Appt In (agency)	DKM	Cite specific authority for action (i.e., 5 CFR part 715 CLG, or an agency specific authority)		
10		Employee accepts a job at the same grade or in a different pay system			DBM	Cite specific authority for action (i.e., 5 CFR part 715, or an agency specific authority)		
11	To transfer to an international organization				PZM	<a href="#">Reg. 352.308</a>		
12	To accept appointment with the American Institute in Taiwan				ZPM	<a href="#">P.L. 96-8</a>		
13	Because employee is entering on duty with the uniformed services	Employee has provided written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of Leave Without Pay	353	Separation- US	Q3K	<a href="#">5 CFR part 353</a>		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
14	Effected on the Not-to-Exceed date of a temporary appointment or when employee has worked the number of days or hours to which the appointment was limited		355	Termination-Exp of Appt		(No Entry Required)	1. Although an employee may submit a resignation in such cases, resignation is not required. Do not document the action as a resignation. When employee is moving to the other agency because of a reduction-in-force separation, document the action as a 356/Separation-RIF following the instructions in Rules 16 and 17.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
15	Under reduction-in-force (RIF) procedures >(See note 1)<	Employee is in the Senior Executive Service	356	Separation-RIF	VDK	<a href="#">5 U.S.C. 3595</a>		
16		Employee is in the competitive service or the excepted service			PNM	<a href="#">Reg. 351.603</a>		
17	Due to contracting out of functions under Office of Management and Budget Circular A-76 >(See note 1)<				PNR	<a href="#">Reg. 351.603 (A-76)</a>		
18	Because of lack of work, lack of funds, or ceiling limitations when employee is on a competitive service appointment limited to one year or less	Action is not effected under reduction-in-force regulations	357	Termination	MUM	<a href="#">Reg. 316.401</a>		
19	Because of lack of work, lack of funds, or ceiling limitations	When employee is on a temporary appointment that is not described in Rules 1-18			UYM	(Enter authority under which employee was appointed)		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

20

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
20	The result of a Department of Defense (DoD) employee submitting a resignation to accompany sponsor military or civilian sponsor to a new duty station (See note 3)	Sponsor is on active duty in the military or is a Department of Defense civilian employee who (1) signed a mobility agreement which requires as a condition of employment, accepting an assignment anywhere in the world at management's request, or (2) relocates to or from an assignment at a duty station outside the continental United States.	351	Termination-Sponsor Relocating	RPM	<a href="#">Reg. 715.202</a>	3. The agency should review a copy of <b>the orders assigning the employee's</b> sponsor to a new duty station before using this code.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
21	Because employee declined to accept a directed reassignment, outside the commuting area, which was not provided for in employee's position description or employment agreement	Action is effected under <a href="#">5 U.S.C., chapter 75</a>	330	Removal	V9A	<a href="#">5 U.S.C. 75</a> Reas		
22		Action is effected under agency procedures, equivalent to those under <a href="#">5 U.S.C., chapter 75</a> , that afford employee appeal rights			V9B	<a href="#">5 U.S.C. 75</a> Reas-Eq		
23	Action is effected under procedures that do not afford employee appeal rights	357	Termination	USM	(Enter Agency Authority)			



Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
24	Because employee declined to accompany his or her function or activity when it was moved outside of the employee's commuting area	Action is effected under <a href="#">5 U.S.C., chapter 75</a>	330	Removal	VJJ	<a href="#">5 U.S.C. 75</a> Relo		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
25		Action is effected under agency procedures, equivalent to those under <a href="#">5 U.S.C., chapter 75</a> , that afford employee appeal rights			V2J	<a href="#">5 U.S.C. 75</a> Relo-Eq		
26		Action is effected under procedures that do not afford employee appeal rights			UTM	(Enter Agency Authority)		
27	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under <a href="#">Part 432, Civil Service Regulations</a>	330	Removal	QGM	<a href="#">Reg. 432.101</a>		
28	Based on unacceptable or unsatisfactory performance (when employee's conduct is not a factor)	Is effected under agency procedures, equivalent to those required under <a href="#">part 432, Civil Service Regulations</a> , that afford employee appeal rights	330	Removal	OHM	<a href="#">Reg. 432.101</a> Eq		
29	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Action is processed under part <a href="#">752D, Civil Service Regulations</a>	330	Removal	VWP	<a href="#">5 U.S.C. 7513</a>		
30		Action is processed under agency regulations, equivalent to those required under part <a href="#">752D, Civil Service Regulations</a> , that afford employee appeal rights			VWR	<a href="#">5 U.S.C. 7513</a> Eq		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
31	Based on unacceptable or unsatisfactory performance or other factors unrelated to misconduct or delinquency	Employee is serving an initial probationary period	385	Termination during prob/trial period	L2M	<a href="#">Reg. 315.804</a>		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
32		Employee is serving a trial period required by civil service or agency regulation			L4M	<a href="#">Reg. 315.804</a> Eq		
33		Employee is currently serving a probationary period in the Senior Executive Service			V2M	<a href="#">5 U.S.C. 3393</a>		
34		Employee is serving on an appointment not described in Rules 31-33 that does not afford appeal rights			357	Termination		
35	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Is effected under <a href="#">5 U.S.C., chapter 75</a> (under civil service adverse action procedures)	330	Removal	V6J	<a href="#">5 U.S.C. 75</a> Postappt		
36		Is effected under an agency authority, following procedures that are equivalent to those required under <a href="#">5 U.S.C., chapter 75</a> , that afford employee appeal rights			V8J	<a href="#">5 U.S.C. 75</a> Postappt-Eq		
37	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor and the separation is not covered under Rules 27-34)	Is effected during an initial appointment probation	385	Termination during prob/trial period	L2M	<a href="#">Reg. 315.804</a>		
38		Is effected during a trial period required by civil service or agency regulations			L4M	<a href="#">Reg. 315.804</a> Eq		
39		Is effected during the probationary period of a Senior Executive Service career appointee			VYM	<a href="#">5 U.S.C. 3393</a> Postappt		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
40	Based on employee's conduct or delinquency after entrance on duty (when work performance is not a factor, and the separation is not covered under Rules 27-34)	Employee is serving on an appointment other than one described in Rules 37-39 that does not afford appeal rights	357	Termination	ZLJ	(Enter Law, Executive Order or Regulation that authorizes termination because of misconduct)		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
41	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Is effected under <a href="#">5 U.S.C., chapter 75</a> (under civil service adverse action procedures)	330	Removal	VAJ	<a href="#">5 U.S.C. 75</a>		
42		Is effected under an agency authority, following procedures equivalent to those required under <a href="#">5 U.S.C., chapter 75</a> , that affords employee appeal rights			VHJ	<a href="#">5 U.S.C. 75</a> Eq		
43		Is effected during an initial appointment probation			L5M	<a href="#">Reg. 315.804</a> Mix		
44	Is effected during a trial period required by civil service or agency regulations	LXM	<a href="#">Reg. 315.804</a> Eq Mix					
45	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Is effected during the probationary period of a Senior Executive Service career appointee	385	Termination during prob/trial period	V2M	<a href="#">5 U.S.C. 3393</a>		

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
46	Because of employee's conduct or delinquency after entrance on duty and because of unacceptable performance	Employee is serving on an appointment other than one described in Rules 43-45 that does not afford appeal rights	357	Termination	ZLL	(Enter Law, Executive Order, or Regulation that authorizes termination because of <i>both</i> misconduct and performance)		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
47	Because of conditions arising in whole or in part before employee's entrance on duty, such as making false statements on application/ resume or failure to qualify in investigation	Is effected under <a href="#">5 U.S.C., chapter 75</a> (under civil service adverse action procedures)	330	Removal	V5J	<a href="#">5 U.S.C. 75</a> Preappt		
48		Is effected under an agency authority, following procedures equivalent to those required under <a href="#">5 U.S.C., chapter 75</a>			V7J	<a href="#">5 U.S.C. 75</a> Preappt Eq		
49		Is effected during an initial appointment probation	385	Termination during prob/trial period	L6M	<a href="#">Reg. 315.805</a>		
50		Is effected during a trial period required by civil service or agency regulations			L8M	<a href="#">Reg. 315.805</a> Eq		
51		Is effected during the probationary period of a Senior Executive Service career appointee			VUM	<a href="#">5 U.S.C. 3393</a> Preappt		
52		Employee is serving on an appointment other than one described in Rules 49-51 that does not afford appeal rights			357	Termination	UXM	(Enter Law, Executive Order, or Regulation that authorizes the termination)

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks	
53	Instructed by the Merit Systems Protection Board		357	Termination	VAA	<a href="#">5 U.S.C. 1204</a>	4. If employee is later found, in fact, to have resigned before the termination was processed, the termination can be corrected (following the procedures in Chapter 32) to show a resignation.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>	
54	Instructed by the Office of Personnel Management	Is based on suitability reasons	330	Removal	RYM	<a href="#">Reg. 731.201</a>			
55	Instructed by the Office of Personnel Management	Is based on reasons other than suitability	357	Termination	A3M	<a href="#">CS Rule V</a>			
56	Effected by agency head in the interest of national security		330	Removal	V4J and ZEM	<a href="#">5 U.S.C. 7532</a> and <a href="#">E.O. 10450</a>			
57	Required because employee failed, because of misconduct or delinquency, to qualify for conversion under <a href="#">Regulation 315.704</a>	Action is effected under procedures of <a href="#">5 U.S.C., chapter 75</a>				LTM and VAJ			<a href="#">Reg. 315.704(c)</a> -conduct and <a href="#">5 U.S.C. 75</a>
58	Because employee failed to qualify for conversion under <a href="#">Regulation 315.704</a>	Action is not effected under procedures of <a href="#">5 U.S.C., chapter 75</a>	357	Termination	LTM	<a href="#">Reg. 315.704(c)</a> -conduct			
59	Because employee failed to qualify for conversion under <a href="#">Regulation 315.704</a>	Action is effected under <a href="#">5 U.S.C., chapter 75</a>	330	Removal	LUM and VAJ	<a href="#">Reg. 315.704(c)</a> and <a href="#">5 U.S.C. 75</a>			
60	for reasons other than conduct or delinquency, such as for failure to pass an examination	Action is not effected under <a href="#">5 U.S.C., chapter 75</a>	357	Termination	LUM	<a href="#">Reg. 315.704(c)</a>			
61	Because employee abandoned his or her position (See note 4)	Adverse action removal procedures are not followed				C7M			<a href="#">Reg. 715.202</a> -Abandonment
62	Of a reemployed annuitant serving at the will of the appointing authority	The basis and procedure for the termination are not covered in Rules 14-61				VCM			<a href="#">5 U.S.C. 3323</a>
63	For employee to accept employment with a non-Federal Government entity that takes over his or her Federal functions	The employee will continue to receive Federal benefits	390	Separation-Appt In (name of entity)	ZLM	(Cite specific statute that authorizes the transfer of function)			

Table 31-B. Documenting Separations Other than Resignations and Retirements, Continued

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Rule	If Separation Is	And	Then NOAC Is	NOA Is	Auth Code Is	Authority Is	Notes	Remarks
64	Because of death of employee in the line of duty (See note 5)		354	Death in the Line of Duty			5. Unless the cause of death occurred while in the line of duty, use rule 1 to document the death of an employee. Death in the line of duty results when the deceased employee was a victim of a criminal act, an act of terrorism, a natural disaster, or other circumstances as determined by the President and is documented using rule 64. If at the time of processing the action a determination of death in the line of duty is pending confirmation, document the action using rule 1 and should the finding later confirm that the cause of death occurred while in the line of duty, process a 002/Correction action to reflect the guidance in rule 64.	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
65	Under circumstances not described elsewhere in this table	Employee is entitled to appeal the separation	330	Removal	ZLM	(Enter Law, Executive Order or Regulation that authorizes the action)		
66		Employee is not entitled to appeal the separation	357	Termination				

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

Return to Table [31-A](#), [31-B](#)

>Notes column has been added.<

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
1	Nature of action code is <i>not</i> 350 or 354			M67	1. See <a href="#">Table 31 D</a> to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50. 3. When employee's reason for resigning is work connected, the employee may file a grievance. Check with the personnel specialist who approved the action to determine if the employee was so advised; if so, ask which of these remarks applies.
2	Employee is resigning	Gave a reason for resignation		R19	
3		Gave no reason for resigning		S68	
4	Employee's reason for resigning is work-connected	Employee was advised of the opportunity to file a grievance (See notes 2 and 3)	Employee filed a grievance	M26	
5			Employee did not file a grievance	M27	
6	Senior Executive Service Career Appointee is resigning	Resigns after receiving notice of removal or placement out of the Senior Executive Service during probation		M58	
7			Resigns after receiving notice of placement out of the Senior Executive Service for less than fully successful performance following completion of Senior Executive Service probation	M58 and S82	
8			***	***	
9			***	***	

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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes		
10	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency <i>proposes</i> to take	Employee has been serving on an appointment which does afford appeal rights (See note 2)	The action proposed was a separation action	S31	1. See <a href="#">Table 31-D</a> to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.		
11			The action proposed was a demotion	S32			
12			The action proposed was a suspension	S33			
13	Employee resigns after being given written notice of adverse action the Office of Personnel Management or agency has <i>decided</i> to take		The pending action was a separation action	S28			
14			The pending action was a demotion	S29			
15			The pending action was a suspension	S30			
16	Employee resigns after receiving notice that within-grade increase will be denied but before the 888/Denial of Within-grade Inc action is effected					S80	
17	Employee resigns during initial appointment probation					S65	
18	Employee resigns during trial period					S66	
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			



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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
24	Separation is based on employee's declination of relocation			R53	1. See <a href="#">Table 31 D</a> to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50. 6. These instructions do not apply when action is 352/Termination Appt in (agency).
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)	The termination was for reasons other than the proposed adverse action (See note 2)	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)	The termination was for reasons other than the pending adverse action (See note 2)	The decision was a separation	S45	
30			The decision was a demotion	S44	
31			The decision was a suspension	S43	
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		S57	
36	Employee separates to accompany a U.S. Government military or civilian sponsor overseas (outside the United States)			S78	

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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
37	Employee was entitled to Sole Survivorship veterans preference	Block 23 of the SF-50 reflects "7"		E59	1. See <a href="#">Table 31-D</a> to translate codes into actual remarks. 4. Remarks on the separation Standard Form 50 for the previous separation and on the Standard Form 50 for the current appointment should show whether or not employee was entitled to and/or received severance pay based upon a previous separation. 5. See <a href="#">5 CFR part 550, subpart G</a> , to determine conditions under which employee is entitled to severance pay, severance pay will be recomputed or resumed, and conditions under which severance pay entitlement is lost.
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		M19	
41	Employee's total salary includes availability pay			P98	
42	Pay in position from which employee is separating has been set at a special rate under <a href="#">5 U.S.C. 5305</a>			P05	
43	Employee was receiving (or was entitled to receive) severance pay at the time of current appointment based upon a previous separation (See note 4)	Severance pay is to be resumed by agency responsible for severance pay fund (See note 5)		N20	
44		Employee lost entitlement to severance pay (See note 5)		N23	
45		Severance pay is to be <i>recomputed</i> by agency responsible for severance pay fund (See note 5)		N21	
46		Employee is entitled to severance pay based upon the separation (See note 5)			

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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
47	Employee's separation is involuntary	Employee is not entitled to severance pay		N23	1. See <a href="#">Table 31-D</a> to translate codes into actual remarks 7. 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 equaled 6 days of service credit.
48	Employee completed requirements for a within-grade increase <i>on</i> or <i>before</i> separation date	The within-grade increase was not effected		P16	
49	Employee will receive lump sum payment for annual leave	The exact number of hours of unused annual leave is known	Retained rate will terminate during period of lump sum payment	N26 and P18	
50			Retained rate will not terminate during period of lump sum payment	N26	
51			Employee does not have retained rate		
52		The exact number of hours of unused annual leave is not yet available	Retained rate <i>will</i> terminate during period of lump sum payment	N27 and P18	
53			Retained rate <i>will not</i> terminate during period of lump sum payment	N27	
54			Employee does not have retained rate		
55	Employee has been in nonpay status during current calendar year	Total nonpay status during current calendar year exceeds 6 months		G31	
56	Separation is from intermittent employment	Employment has been without compensation (WC)		G29 (See note 7)	
57		Employment has been <i>with</i> pay		G30 (See note 7)	
58	Employee may be barred from annuity under <a href="#">5 U.S.C. chapter 83</a> , subchapter II	Employee is <i>eligible</i> to apply for an immediate annuity		M61	
59		Employee is <i>not eligible</i> to apply for an immediate annuity		M60	
60	Separation results from work-related injury/disability (see <a href="#">5 U.S.C. 8102</a> )	Employee is eligible for continuation of pay		N11 and N12	
61				N10	

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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
62	Employee, who is separating from Federal service, has life insurance coverage	Employee has made an assignment of life insurance coverage		B69	1. See <a href="#">Table 31-D</a> to translate codes into actual remarks. 8. See <a href="#">The Employees Health Benefits Handbook</a> for information about determining whether an involuntary separation is due to gross misconduct.
63		Employee has not made an assignment of life insurance coverage		B46	
64		Is separating to enter on active duty with the uniformed services		B76	
65	Employee, who is separating from Federal service, has health benefits coverage	Separation is involuntary due to gross misconduct (See note 8)	Is not being placed on the Office of Workers' Compensation Programs rolls	B47	
66		Separation is not described in Rule 65		B53	
67	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund employees			B63	
68	Employee under the Federal Employees Retirement System is separated after attaining the minimum retirement age (MRA) and completing 10 years of creditable service (see <a href="#">The CSRS and FERS Handbook</a> , Chapter 42)			B62	
69	Employee under the Federal Employees Retirement System is separated after completing 10 years of creditable service (see <a href="#">The CSRS and FERS Handbook</a> , Chapter 42)			B61	
70	Employee is transferred to an international organization			M62	

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

Rule	If	And	And	Then Required Remarks Codes Are (See note 1)	Notes
71	Employee separates to go to the American Institute in Taiwan under <a href="#">P.L. 96-8</a>			M04	1. See <a href="#">Table 31-D</a> to translate codes into actual remarks. 2. When employee is serving an initial appointment probation, a trial period required by civil service or agency regulations, or on an appointment which does not afford appeal rights, NO agency findings regarding employee's resignation or agency reasons for termination may be placed on the Standard Form 50.
72	Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency	The action is based on unacceptable performance during probation >or< less than fully successful performance following probation.***		M58	
73	Employee abandoned his or her position			S20	
74	Employee will have reemployment rights			M64	
75	Employee is separating from an excepted service appointment, a Senior Executive Service appointment, or a temporary or term appointment in the competitive service	Is a nonveteran who previously held a career-conditional appointment	Current employment occurred within 3 years after separation from that career-conditional appointment	M83	
76	Action is a 357/Termination	Reason for the action is not described in Rules 1-75 and employee was serving on an appointment that did provide appeal rights (See note 2)		S48	
77	Action is a 330/Removal			S47	
78	Employee is a senior political appointee whose position is subject to the pay freeze for certain senior political officials			P83	

Table 31-D. Codes and Corresponding Remarks

Return to Table [31-A](#), [31-B](#), [31-C](#)

Rule	If Code is	Then remark is
1	B46	<a href="#">SF 2819</a> 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 <a href="#">Section 1102 of Public Law 110-181</a> , 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 <a href="https://www.opm.gov/healthcare-insurance/life-insurance">https://www.opm.gov/healthcare-insurance/life-insurance</a> for detailed information.
9	E59	<b>When "7" is reflected in block 23 above, employee is entitled to No Points/Sole Survivorship Preference.</b>
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.
13	M04	Under <a href="#">P.L. 96-8</a> , 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 <a href="#">5 U.S.C. chapter 83</a> , subchapter. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
19	M61	Possible <a href="#">5 U.S.C. chapter 83</a> , subchapter. II, case. [Note: Enter this on payroll copy only of ***> <a href="#">SF-50</a> <.]
20	M62	You have reemployment rights in (agency) under <a href="#">5 U.S.C. 3582</a> 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:

Table 31-D. Codes and Corresponding Remarks, Continued

Rule	If Code is	Then remark is
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 <a href="#">5 U.S.C. chapter 81</a> .
25	N11	Employee is entitled to 45 calendar days of continuation of regular pay under <a href="#">5 U.S.C., chapter 81</a> , section 8118.
26	N12	Expected to be paid under <a href="#">5 U.S.C. chapter 81</a> 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).
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 <a href="#">5 U.S.C. 5305</a> .
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 employee occupies a position subject to the pay freeze for certain senior political officials. Notwithstanding otherwise applicable pay statutes and regulations, pay may be set and adjusted only in accordance with applicable provisions of the pay freeze statute.<
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).
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).

Table 31-D. Codes and Corresponding Remarks, Continued

<i>Rule</i>	<i>If Code is</i>	<i>Then remark is</i>
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).
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 <a href="#">5 U.S.C. 8339(h)</a> .
77	S84	Eligible for an annuity supplement per <a href="#">5 U.S.C. 8421(a)(2)</a> .