

U.S. Office of Personnel Management
Operating Manual Update

The Guide to Processing Personnel Actions

Update 92 – Chapter 26

Notice

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Distribution: Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 26 (Update 92)

Removed Pages	Identification	Insert Page	Explanation of Changes
26-1 through 26-7.	N/A	1 through 5.	Chapter 26, in its entirety has been updated, to include: (1) reformatted page numbers from 26-1, 26-2, 26-3, 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 26

Chapter	Page Number(s)	Explanation of Changes
26	Various	Incorporated or updated regulatory, procedural, and/or forms hyperlinks throughout Chapter 26.
26	1	Added text/hyperlink to 5 CFR for information on the use of tenure group in reduction in force
26	2	Coverage Section, item a: Changed title for Figure 26 to Figure 1; changed Title of Table 26 to Table 26-A.
26	2	Section 2, Effective Date. Updated Effective Date example year to 2022.
26	4	Removed Title of Figure 26; Changed Title of Figure to Figure 1

Chapter	Page Number(s)	Explanation of Changes
26	5	Removed Title of Table 26; Changed Title of table to 26-A; Added Note section to reserve for future use next to 'Remark Is' column.
26	5	Revised text of remark code T07 as follows: Removed: Completed service requirements for career tenure from (date) to (date). Added: Completed service requirements for career tenure as follows: (agencies to enter: from (date) to (date) if continuous service, <u>OR</u> listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).

Chapter 26: Change in Tenure Group (Nature of Action 880)

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*For related information on use of tenure group in reduction in force, See
*** >[5 CFR 351 Subpart E](#)<*

>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. This chapter covers changes in tenure group that occur *without* a change in the appointment on which the employee is serving. Tenure groups are the categories in which competitive service and excepted service employees are grouped for reduction in force purposes. *** >[Figure 1](#)< contains definitions of the tenure groups and *** >[Table 26-A](#)< lists the circumstances when a tenure group may change.
- b. This chapter does not cover:
 - i. Changes in tenure group that result from a change in the appointment on which the employee is serving. These changes are processed as appointments or conversions to appointments (see Chapters 9-13).
 - ii. Correction of an erroneous tenure group code on a previous [Standard Form 50](#), Notification of Personnel Action (see Chapter 32).

2. Effective Date

A change in tenure group is effective on the first calendar day following the day on which the required service period is completed. For example, if an employee completes the service for career tenure on 03-16-*** >22<, the employee's change to tenure group 1 is effective on 03-17-*** >22<.

3. Use of Standard Form 52

Although a [Standard Form 52](#), Request for Personnel Action, is needed to process many actions, its use for change in tenure group actions is optional. The [Standard Form 50](#), for the change in tenure group can be prepared directly from the information in the employee's Official Personnel Folder or in your agency's automated system. When a [Standard Form 52](#) is used, it is prepared in the personnel office and is used only as a working document to prepare the [Standard Form 50](#). No requesting official signatures are needed.

4. Instructions

- a. Use [Figure 1](#) to determine the tenure group in which the employee belongs.
- b. Use [Table 26-A](#) to select the nature of action and authority and enter them in blocks 5A-5D of the [Standard Form 52/50](#). 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.
- c. Select from [Table 26-A](#) the remark code and remark required by the Office of Personnel Management for the action and enter them in Part F of the [Standard Form 52](#) or block 45 of the [Standard Form 50](#). Also enter any additional remarks/remarks codes that are necessary to explain the action.
- d. When a [Standard Form 52](#) is used, follow the instructions in Chapter 4 to complete the form; follow your agency's instructions to obtain the approval signature in Part C, block 2, of the [Standard Form 52](#). (When a Standard Form 52 has *not* been used, the [Standard Form 50](#) must be signed on or before the effective date of the action.)
- e. Follow the instructions in Chapter 4 to complete the [Standard Form 50](#), Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.
- f. Post the change in tenure on any other agency's records that show tenure groups, such as retention registers for reduction in force.
- g. Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted with or created in connection with the change should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.
- h. Distribute [Standard Form 50](#).

Figure

*** >Figure 1.< Tenure Group Definitions

<i>Tenure Group</i>	<i>Competitive Service</i>	<i>Excepted Service</i>
0	Employees who are not in tenure groups 1, 2, or 3	Employees who are not in tenure groups 1, 2 or 3
1	Employees who are serving under career appointments and a) Have completed initial appointment probation or b) Are not required to serve initial appointment probation	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
2	Employees serving under career-conditional appointments and career employees serving initial appointment probation	Employees who are serving trial periods and employees whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system
3	Employees who are serving under: <ul style="list-style-type: none"> • temporary appointments pending establishment of register (TAPER), • term appointments, • appointment-Status Quo, • any appointments designated as indefinite, • any other nonstatus nontemporary appointments which meet the definition of provisional appointments as defined in title 5, Code of Federal Regulations, parts 316.401 and 316.403 	Employees who: <ul style="list-style-type: none"> • are serving under indefinite appointments, that is appointments without specific time limitation but not actually (or potentially) permanent; • are serving under appointments with specific time limitations of more than one year; or • though currently under appointments limited to one year or less, complete one year of current, continuous service

Table

*** >Table 26-A.< Change in Tenure Group

>Notes and Remarks columns have been added<

Rule	If employee's position is in the	And the change results from	Then NOAC is	NOA is	Authority Code is	Authority is	Required Remark Code is	Remark is	Notes
1	Competitive Service	Completion of service requirement for career tenure	880	Change in Tenure Group	KMM	Reg. 315.202	T07	>Completed service requirements for career tenure as follows: (agencies to enter: from (date) to (date) if continuous service, <u>OR</u> listing start and end dates of creditable services totaling 3 years (e.g., period 1: from (date) to (date), period 2: from (date) to (date), period 3: from (date) to (date), etc.).<	>Reserved for future use<
2		Career employee's completion of an initial appointment probationary period			PGM	Reg. 351.501	E04	Initial probationary period completed	
3		Reasons other than those in Rules 1 or 2					T29	(Briefly state reason for change in tenure group)	
4	Excepted Service	Completion of trial period			PKM	Reg. 351.502	E03	Trial period completed.	
5		Completion of one year of continuous excepted service under a temporary appointment					T11	Completed one year of current, continuous service.	
6		Reasons other than those in Rules 4 and 5					T29	(Briefly state reason for change in tenure group)	