

U.S. Office of Personnel Management  
Operating Manual Update

# The Guide to Processing Personnel Actions

Update 77

## ***Notice***

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

U.S. Office of Personnel Management

**Summary of Changes, Chapter 28 (Update 77)**

Removed Pages	Identification	Insert Page	Explanation of Changes
28-1 thru 28-8	N/A	1 thru 8	Chapter 28, in its' entirety has been updated, to include: (1) reformatted page numbers from 28-1, 28-2, 28-3, 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 <b>&gt;dark red font surrounded by angled brackets&lt;</b> ; (5) distinguished deletion/removal of text with <b>*** in green font</b> ; and, (6) removed all symbols annotating historical changes throughout the chapter.

**Listing of Specific Changes to Chapter 28**

Chapter	Page Number(s)	Explanation of Changes
28	Various	Incorporated or updated regulatory hyperlinks throughout Chapter 28. Added: jump links between tables 28-A and 28-B for ease of use.
28	3	Item d.: added "of this guide" to first sentence for clarity.
28	4	Item e.: added "of this guide" to first sentence for clarity.

# Chapter 28: Change in Data Element (Nature of Action 800 and 803)

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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. This chapter covers use of nature of actions:
  - i. 800/Change in Data Element, under the circumstances described in Table 28-A, to change:
    - Agency Code,
    - Annuitant Indicator,
    - Bargaining Unit Status,
    - FLSA Category,
    - Occupational Code,
    - Pay Rate Determinant,
    - Personnel Office ID, and,
    - Position Occupied.
  - ii. 803/Change in Retirement Plan to change retirement plan and make resulting changes in the retirement-related data.
- b. This chapter does not cover: Changes to the Enterprise Human Resources Integration (EHRI) data elements, such as organizational component, that are not documented in a designated block on the Standard Form 50. Follow your agency's instructions to document these changes.

## 2. Use of Standard Form 52

The use of a Standard Form 52, Request for Personnel Action, is optional when processing 800 and 803 actions. The Standard Form 50 for these actions can be prepared directly from the information in your agency's automated data system, or in the employee's Official Personnel Folder, and any documents submitted by the employee in support of the change. 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.

## 3. Instructions

- a. Use [Table 28-A](#) to determine whether an 800 or 803 action is required.

- i. When the data element change is the result of another action, just process the other action and put the new data element(s) in the appropriate block(s) on the Standard Form 50. For example, when an employee's retirement code changes as a result of a conversion from an "Appointment NTE (date)" to a "Career-Cond Appt," just process the conversion action and enter the new retirement code in block 30 of the Standard Form 52/50.
  - ii. When the data element change occurs simultaneously with another action, but is not the result of that action, process a separate action for the data element change. For example, an employee who is being promoted has just retired from the reserves, which necessitates a change to Annuitant Indicator. Since the change to the Annuitant Indicator is not the result of the promotion, both an "800/Change in Data Element" and a "702/Promotion" action must be processed.
- b. When an action must be processed to record the data element change, use Table 28-A to select the nature of action and authority to be entered in blocks 5A-5D of the Standard Form 50. See Table 28-B for the remark codes and remarks to be entered in block 45 of the Standard Form 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. Also enter in block 45 any additional remarks/remarks codes that are required by your agency or that are necessary to explain the action.
- c. If the nature of action will be an 803/Change in Retirement Plan, check the [CSRS and FERS Handbook for Personnel and Payroll Offices](#) to advise the employee on designations of beneficiary.
- d. When a Standard Form 52 is used, follow the instructions in Chapter 4 **>of this Guide<** to complete the form; follow the agency's instructions to obtain the approval signature.

- e. Follow the instructions in Chapter 4 **>of this Guide<** to complete the Standard Form 50. Follow your agency's instructions to have it signed or authenticated.
- f. 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 the employee's Official Personnel Folder. Follow your agency's instructions to dispose of documents not filed in the folder.
- g. Follow your agency's instructions to distribute documentation of the personnel actions.

## Tables

**Table 28-A. Processing Changes in Data Elements**

>Notes and Remarks columns have been added<

<i>Rule</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>	<i>Notes</i>	<i>Remarks</i>
1	A different subelement code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code ( <a href="#">47</a> )	800	Chg in Data Element	CGM	<a href="#">5 U.S.C. 552a(e)(5)</a>		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
2	Employee who has not been receiving an annuity begins to receive one, or annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator ( <a href="#">28</a> )						
3	Employee becomes covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status ( <a href="#">37</a> )						
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category ( <a href="#">35</a> )						
5	Employee's occupational code changes as the result of the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Occupational Code ( <a href="#">17</a> )			VGP	<a href="#">5 USC 5107</a>		
6	A new occupational code or new code and position title is assigned to employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	<a href="#">5 U.S.C. 552a(e)(5)</a>		
7	Code that formerly identified the special factors used in determining employee's pay is no longer appropriate and no other change is occurring simultaneously with this action				Pay Rate Determinant ( <a href="#">29</a> )			

Table 28-A. Processing Changes in Data Elements, Continued

Rule	If reason for change is	The Standard Form 50 block to be changed is	NOAC Is	NOA Is	Authority Code Is	Authority Is	Notes	Remarks
8	A new identifying number is assigned to the employee's servicing personnel office or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)	Personnel Office ID (48)	800	Chg in Data Element	CGM	<a href="#">5 U.S.C. 552a(e)(5)</a>		<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (34)						
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	<a href="#">5 U.S.C. chapter 84</a>		
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. <a href="#">846.204</a> and <a href="#">846.205</a>				ZLM	<a href="#">Reg. 846.204</a>		
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	<a href="#">5 U.S.C. 552a(e)(5)</a>		
13	Correction effected under <a href="#">Pub. Law 106-265</a> (Federal Erroneous Retirement Coverage Corrections Act), dated September 19, 2000				ZSL	<a href="#">Pub. Law 106-265 (FERCCA), dated September 19, 2000</a>		
14	Employee who has been excluded from the Federal Employees Retirement System because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods				CGM	<a href="#">5 U.S.C. 552a(e)(5)</a>		
15	An Executive order or law or a change in position's designation even though the employee's position series and grade do not change (e.g., from law enforcement to non-law enforcement)							



**Table 28-B. Remarks to be shown on Standard Form 50 (Use as many remarks as applicable)**[Return to Table 28-A](#)

&gt;Notes column has been added&lt;

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	<i>Notes</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).	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.
		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.	
		Election of deemed FERS coverage <i>is</i> subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under <a href="#">5 CFR 846.204(b)(2)(i)</a> 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 <a href="#">5 CFR 846.204(b)(2)(i)</a> .	

Table 28-B. Remarks to be shown on Standard Form 50, Continued

<b>Rule</b>	<b>If</b>	<b>And</b>	<b>Then Remark Code Is</b>	<b>And Remark Is</b>	<b>Notes</b>
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.	
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 <a href="#">5 CFR 846.204(b)(2)(ii)</a> on (insert date employee made the election).	

[Return to Table 28-A](#)