

U.S Office of Personnel Management  
Operating Manual Update

# The Guide to Processing Personnel Actions

Update 90 – Chapter 27

## ***Notice***

This Guide and its Updates are available for viewing/printing on the [OPM.gov website](https://www.opm.gov). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

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

U.S. Office of Personnel Management

**Summary of Changes, Chapter 27 (Update 90)**

Removed Pages	Identification	Insert Page	Explanation of Changes
27-1 thru 27-5	N/A	1 thru 5	Chapter 27, in its' entirety has been updated, to include: (1) reformatted page numbers from 27-1, 27-2, 27-3, 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 27**

Chapter	Page Number(s)	Explanation of Changes
27	Various	Incorporated hyperlinks to regulatory items and Standard Forms throughout Chapter 27 Removed the words "Standard Form" and added SF- as appropriate.
27	1	Added: New text changes and/or additions are distinguished in <b>&gt;dark red font surrounded by angled brackets&lt;</b> . Deletion/removal of text is distinguished with <b>*** in green font</b> .
27	4	Rule 1: Added: See Note 4. Rule 2: Added: and 4. Rule 4: Added: See Note 4. Rule 5: Added: and 4. Rule 6: Added See Note 4.

<b>Chapter</b>	<b>Page Number(s)</b>	<b>Explanation of Changes</b>
27	4	Notes: Added: Use Secondary LAC "ZBB" for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117- 58)</a>

# Chapter 27: Phased Employment/Phased Retirement (Natures of Action 615 and 616)

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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 phased employment/phased retirement. Employees in a phased retirement status continue to work on a part-time basis and draw partial retirement benefits during employment. An employee in phased retirement status is still an employee for all purposes unless otherwise specified in law or regulation. For additional information refer to the statutory provisions at [5 U.S.C. 8336a](#) and [5 U.S.C. 8412a](#) and the regulations at [5 CFR part 831, subpart Q](#), and [5 CFR part 848](#).
- b. This chapter does not cover retirements other than phased employment/phased retirement. See Chapter 30 for instructions on documenting other retirement actions (including when a phased retiree elects full retirement status).

## 2. Instructions

- a. Use [Table 27-A](#) to select the nature of action, authority, and remark codes.
- b. Use [Table 27-B](#) to translate the remark codes.
- c. Fill in the remaining blocks on the [SF-52](#) as required by the instructions in Chapter 4. Prepare the [SF-50](#) using information from the [SF-52](#) and refer to the instructions in Chapter 4 for completing the [SF-50](#).
- d. Check [The Guide to Personnel Recordkeeping](#), Chapter 3, to see which documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.
- e. Follow your agency's instructions to distribute documentation of the personnel action.

## 3. Definitions

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

- b. **Phased Employment.** The less-than-full-time employment of a phased retiree.
- c. **Phased Retiree.** A retirement-eligible employee who, with the concurrence of an authorized agency official, enters phased employment/phased retirement status and employee has not entered full retirement status.
- d. **Phased Retirement Period.** The period beginning on the date on which an individual becomes entitled to receive a phased retirement annuity and ending on the date on which the individual dies or separates from phased retirement.
- e. **Phased Retirement Status.** A phased retiree is concurrently employed in phased employment and eligible to receive a phased retirement annuity.
- f. **Regular Employment.** The full-time or part-time period of employment of an individual who is not participating in phased retirement.

# Tables

**Table 27-A. Documenting Phased Employment/Phased Retirement**

>Notes and Remarks columns have been added.<

Rule	If Employee is Covered by	And	Then NOAC is	NOA Is	Authority Code Is	Authority Is	And Code for Required Remarks are (see Note 1)	Notes	Remarks
1	CSRS	The employee initially enters phased retirement status >(See Note 4.)<	615	Phased Employment/Phased Retirement	SAB	<a href="#">5 U.S.C. 8336a(c)(7)</a>	M11, M12, M13, M14 and M15	<ol style="list-style-type: none"> <li>Use <a href="#">Table 27-B</a> to translate codes into actual remarks.</li> <li>Also use this rule when an employee: 1) accepts employment with another agency; 2) <i>will not</i> have a break in service exceeding three calendar days; and 3) <i>will not</i> continue phased retirement status at the new agency.</li> <li>Also use this rule when a phased retirement time limit agreement expires and the employee in phased retirement will be returning to regular employment with a full-time or other part-time schedule.</li> <li>&gt;Use <b>Secondary LAC "ZBB"</b> for actions in support of the <a href="#">Infrastructure Investment and Jobs Act (P.L. 117- 58)</a>&lt;.</li> </ol>	<a href="#">Jump to listing of Remarks (Use as many remarks as are applicable)</a>
2	Phased retiree elects to terminate phased retirement status and return to regular employment (See Notes 2, 3, >and 4<)	616	Opt Out Phased Employment/Retirement	SAD	<a href="#">5 U.S.C. 8336a(g)</a>	M13, M16 and M17			
3	Unilateral action by OPM mandates return to regular employment			SBD	<a href="#">Reg. 831.1721(b)</a>				
4	FERS	The employee initially enters phased retirement status >(See Note 4.)<	615	Phased Employment/Phased Retirement	SAC	<a href="#">5 U.S.C. 8412a(b)(6)</a>	M11, M12, M13, M14 and M15		
5	Phased retiree elects to terminate phased retirement status and return to regular employment (See Notes 2, 3, >and 4<)	616	Opt Out Phased Employment/Retirement	SAE	<a href="#">5 U.S.C. 8412a(g)</a>	M13, M16 and M17			
6	Unilateral action by OPM mandates return to regular employment >(See Note 4.)<			SBE	<a href="#">Reg. 848.301(b)</a>				

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

>Notes column has been added.<

Return to Table [27-A](#)

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