

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

Definition: The remarks that explain the personnel action recorded on the Standard Form 50.

Responsible Organization: Office of Personnel Management, Division for Strategic Human Resources Policy.

Applicability: Mandatory (Personnel Actions). Only the remarks are required, not the codes.

Cross-Reference: None.

Format: AXN

Note:

Select
• Appointment Limitations (Axx)
• Benefits and Leave (Bxx)
• Corrections and Cancellations (Cxx)
• Employment Conditions (Exx)
• Service Credit (Gxx)
• Position Change Actions (Kxx)
• Miscellaneous (Mxx)
• Pay in Addition to, or Outside of, Salary (Nxx)
• Pay Rate (Pxx)
• Employee Reason for Resignation, Retirement, Failure To Relocate or To Accept Reassignment (Rxx)
• Agency Explanation of Employee's Separation (Sxx)
• Tenure (Txx)
• Retained Grade and Retained Pay (Xxx)
• Reserved for Agencies' Internal Use (Yxx-Zxx)

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	APPOINTMENT LIMITATIONS
A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement.
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory, or you fail to satisfactorily complete program, employment will be terminated.
A04	Appointment is not to exceed 2 years. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated.
A07	Employment under this appointment must not exceed (number) hours a year.
A08	Employment under this and previous appointment must not exceed (number) hours a year.
A11	Employment under this appointment must not exceed (number) working days a year.
A12	Employment under this and previous appointment must not exceed (number) working days a year.
A17	As a reemployed annuitant, you serve at the will of the appointing officer.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with (agency) appointment procedures.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
A24	Employee informed in advance of the conditions of appointment under the Presidential Management Fellows Program.
A25	This action provides relief required by Public Law 101-12, pending final decision of the MSPB.
A30	This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.
A31	This appointment is intended to continue through completion of education and study-related work requirements. An agency may noncompetitively appoint you to a career or career-conditional appointment within 120 days after satisfactory completion of your educational program and satisfactory completion of at least 640 hours of career-related work experience. The work experience must have been completed prior to or concurrently with the completion of the requirements of your educational program.
A32	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If you fail to satisfactorily complete the internship, your employment will be terminated.
A33	This appointment is intended to continue for 2 years, unless extended up to 1 additional year. Upon satisfactory completion of the internship, you may be noncompetitively converted to a career or career-conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete the internship, you will be returned to a position at no lower grade or pay than the position you left to enter the Federal Career Intern Program.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	BENEFITS AND LEAVE
B01	Cancelled health benefits.
B02	Elected not to enroll for health benefits.
B03	Ineligible for health benefits.
B04	Ineligible for leave.
B30	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service.
B31	Changes SCD from (date) to reflect (number) hours worked under intermittent work schedule.
B32	Changes SCD from (date) to reflect excess time in nonpay status during calendar year (year).
B33	Changes SCD from (date) to reflect service which has been ruled creditable.
B34	Changes SCD from (date) to reflect previously unclaimed service.
B35	Changes SCD from (date) because (state reason).
B36	Changes SCD from (date) upon employee's receipt of discharge from uniformed service.
B37	Changes SCD-Leave from (date) upon employee's retirement from the uniformed service. Recovery of excess annual leave accrued in the past based on the erroneous SCD-Leave has been waived. If required by the corrected SCD-Leave, employee's current annual leave accrual rate will be corrected prospectively.
B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
B43	Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
B44	Health benefits coverage continues.
B45	You may change your health benefits enrollment within 60 days after the effective date of this action.
B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
B52	Ineligible for health benefits until you complete one year of current continuous employment. Then you may elect health benefits for which you will be charged the full premium.
B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract). You are also eligible for temporary continuation of your FEHB coverage for up to 18 months.
B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within six months of the effective date of this personnel action. SF 3109 provided to employee.
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.
B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
B63	Elected to retain coverage under a retirement system for NAF employees.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at http://www.opm.gov/insure for detailed information.
B67	Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is \$00.00.
B68	Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance amount is (enter amount from FE-8C). Must elect "no reduction" at retirement.
B69	Employee has assigned ownership of life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see FEHB Handbook at http://www.opm.gov/insure for detailed information.
B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www.opm.gov/insure for detailed information.
B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable "from" and "to" dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit toward your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
B75	Changes SCD-Leave from (date) because employee failed to complete 1 full year of continuous service with the appointing agency.
B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at http://www/opm.gov/insure/life for detailed information.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	CORRECTIONS AND CANCELLATIONS
C02	Employee found to be ineligible for (type) retirement.
C03	Retroactive restoration based on ().
C04	Retroactive change to intermediate grade, level or band based on ().
C06	Retroactive change to former grade, level, or band based on ().
C07	Retroactive change to lower grade, level, or band based on ().
C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).
C09	Also corrects (code and nature of action) effective (date), item (number), to add ().
C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (agency).
C11	Corrects item (number) from ().
C12	Also corrects same item(s) on all previous actions from (date) to (date).
C13	Also corrects (code and nature of action) effective (date), item (number), from ().
C14	(Explain why the action is cancelled).
C15	This notification of personnel action replaces a previously executed one.
C16	This notification of personnel action prepared by (name of employing office).
C17	Completes item (number) which was omitted.
C18	Corrects item (number) to read:
C19	Corrects salary to give employee benefit of highest previous rate of basic pay.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
C20	Action cancelled in accordance with OPM letter (or instructions) dated (date). This SF 50 and the SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.
C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited for qualifications purposes, and for leave accrual and RIF retention purposes, and for (list other purposes).
C27	Entitled to back pay under 5 U.S.C. 5596.
C28	Active duty begins (date).
C30	Nature of action and code shown on original action are no longer in use.

(10)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	EMPLOYMENT CONDITIONS
E01	Appointment is indefinite.
E03	Trial period completed.
E04	Initial probationary period completed.
E05	Date for completion of initial probationary (or trial) period has been adjusted to reflect excess time in nonpay status. New completion date is (date).
E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date).
E07	You will be in tenure group II until you complete the one-year probationary period that began (date); then you will be changed back to tenure group I.
E18	Appointment is subject to completion of one year initial probationary period beginning (date).
E19	Appointment is subject to completion of one year trial period beginning (date).
E21	You are subject to regulations governing conduct and responsibilities of special government employees.
E23	Veteran preference is not applicable to the Senior Executive Service.
E24	Probationary period for SES position is not required.
E25	Subject to satisfactory completion of one year SES probationary period beginning (date).
E37	Satisfactorily completed prescribed training under training agreement. Meets basic qualifications for other positions in this series.
E39	Employee is assigned to a worker-trainee developmental position.
E44	Probationary period for supervisory (or managerial) position not required.

(11)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
E45	Probationary period for supervisory (or managerial) position completed.
E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
E51	Employee has guaranteed placement rights during probation.
E54	Employee elects to continue appropriate SES provisions under 5 U.S.C. 3392(c).
E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.

(12)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	SERVICE CREDIT
G11	Employee paid under 5 U.S.C. chapter 81 from (date) through (date). The entire period shall be credited for all rights and benefits based on length of service.
G29	Intermittent employment totaled (number) hours in work status from (date) to (date).
G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
G33	Service credit for retirement, reduction-in-force, and leave accrual purposes continues for up to a maximum of 6 months in nonpay status per calendar year.

(13)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	POSITION CHANGE ACTIONS
K01	Qualification requirements modified because of general OPM amendment.
K02	Qualification waived per Reg 351.703.
K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles), dated (date).
K13	Removes temporary limitation placed on the last action.
K16	From promotion NTE (date).
K17	Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.
K18	Position is at the full performance level or band.
K19	Successor position--employee retained in competitive service.
K20	Full Performance level of employee's position is (enter pay plan and grade, level, or band).
K23	Result of change in classification standards.
K26	Result of additional duties and responsibilities.
K27	Result of position review.
K38	Promoted (or reassigned) from (former position and grade, level, or band) effective (date).
K43	Result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA).
K50	From position change NTE (date).

(14)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

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K55	Based on OPM CEG letter of 9/29/92. (Remark is for use by the Department of the Air Force, Department of the Army, Department of Defense, and Department of the Navy only.)
K60	Action is in lieu of RIF separation of employee retained under temporary exception.

(15)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	MISCELLANEOUS
M01	Appointment affidavit executed (date).
M02	You have reemployment rights for two years in (former agency) granted under Reg 352.204 and OPM letter of (date).
M04	Under Public Law 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.
M06	Reason for temporary appointment (state reason).
M10	OPF maintained by (name and address of office).
M20	Action at employee's request.
M23	Continues promotion NTE (date).
M24	Continues position change NTE (date).
M26	Employee was advised of opportunity to file grievance and elected to do so.
M27	Employee was advised of opportunity to file grievance and elected not to do so.
M33	On nonpay status in (agency).
M34	On part-time (or intermittent) appointment in (agency).
M36	Concurrent employment (identify position or agency unit where concurrently employed).
M37	Employee failed to make an election, coverage is FERS by default on (insert determination date) due to Pub. Law 106-265 (FERCCA).
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.").

(16)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
M40	Previous retirement coverage: (enter "never covered" or "previously covered" or "previously covered--refund eligible").
M41	Employee failed to make an election, coverage is CSRS Offset by default on (insert determination date) due to Pub. Law 106-265 (FERCCA).
M42	Approved by (OPM office or agency official) on (date).
M43	Erroneous CSRS, should have been FERS – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M44	Employee elected coverage under FERS.
M45	Employee is automatically covered under FERS.
M46	Employee is covered by FERS because of previous election.
M47	Erroneous CSRS, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M48	Erroneous CSRS Offset, should have been FERS – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M49	Erroneous CSRS Offset, should have been FERS – Employee elected FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M50	Erroneous CSRS, should have been Social Security Only – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M51	Erroneous CSRS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M52	Employee declined conversion to the Senior Executive Service and continues under (enter: type of appointment) with all associated rights and benefits.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

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M53	Employee to suffer no loss of, or reduction in, pay, leave, credit for time or service, or performance or efficiency rating.
M54	Erroneous CSRS Offset, should have been Social Security Only – Employee elected to remain in CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M55	Erroneous CSRS Offset, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M56	Erroneous FERS, should have been CSRS – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M57	Erroneous FERS, should have been CSRS – Employee elected CSRS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M58	No SES reinstatement rights.
M59	Erroneous FERS, should have been CSRS Offset – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M60	Information on possible 5 U.S.C. chapter 83, subchapter II, case may be obtained from (enter name and address).
M61	Possible 5 U.S.C. chapter 83, subch. II, case.
M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
M63	Erroneous FERS, should have been CSRS Offset – Employee elected CSRS Offset on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M64	You have employment rights in (agency) for (how long) under (authority).

(18)
THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
M65	Erroneous FERS, should have been Social Security Only – Employee elected to remain in FERS on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M66	Erroneous FERS, should have been Social Security Only – Employee elected Social Security Only on (insert date of election), correction due to Pub. Law 106-265 (FERCCA).
M67	Forwarding address:
M68	Correction is the result of correction made under Pub. Law 106-265 (FERCCA).
M71	Reason for placement in nonpay status:
M72	Reason for furlough: (state reason).
M73	To be furloughed on (list dates) for total of (number) hours.
M74	Changes data element(s) in block(s) (list SF 50 block number(s)).
M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, level, or band, and location).
M80	Variation under CS Rule 5 approved by OPM on (date).
M81	Code S in block 32 indicates a part-time employee who is job sharing.
M82	Code T in block 32 indicates a seasonal employee, with a part-time work schedule, who is job sharing.
M83	The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments. (Remark is for use by the Bureau of Census (Department of Commerce) only.)

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
M90	Employee retained, on accrued annual leave NTE (date), past RIF separation date of (date) to establish eligibility for (enter: retirement; health benefits coverage; or retirement and health benefits coverage.)
M91	Employee retained on sick leave past RIF separation date of (date) until (new separation date).
M92	Employee retained past RIF effective date of (date) until (new separation date) to (enter reason).
M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of (date).
M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).
M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).
M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).
M97	SES member subject to post-employment restrictions under 18 U.S.C. 207(c).

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	PAY IN ADDITION TO, OR OUTSIDE OF, SALARY
N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., Chapter 81, section 8118.
N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
N20	Severance pay to be resumed by (agency responsible for the severance pay fund).
N21	Severance pay to be recomputed by (agency responsible for the severance pay fund).
N22	Entitled to (\$) severance pay fund to be paid at the rate of (\$) per week over (number) weeks beginning (date).
N23	Not entitled to severance pay.
N24	Severance pay suspended by (agency paying the severance pay) until termination of this appointment.
N25	Severance pay discontinued. Employee has received (total number) weeks of severance pay.
N26	Lump-sum payment to cover (number) hours ending (date and hour.)
N27	Lump-sum payment to be made for any unused annual leave.
N59	OPF retained by (name and address of office).
N61	Per Reg 531.223(f), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	PAY RATE
P01	Previously employed at (pay plan, grade, level, band, rate).
P02	Pay rate fixed to include rate increase due on same date.
P03	Pay rate is subject to upward retroactive adjustment upon verification of prior service.
P04	Pay set using the superior qualifications and special needs pay-setting authority under 5 CFR 531.212.
P05	Special rate under 5 U.S.C. 5305.
P06	Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.
P07	Special rate table ____.
P08	Annual salary to be reduced by the amount of your retirement annuity and by future cost of living increases.
P09	Pay or step adjusted (date) by (authority).
P10	Annuity at present is \$ ____ pa.
P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date).
P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
P14	Work performance is at an acceptable level of competence.
P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan, grade, level or band and step if applicable).
P18	Retained rate period expires (date). Effective (date) pay will be (\$_____).
P19	Salary includes WGI for which employee became eligible on (date).
P20	Position and pay reflect the following actions effective during employee's absence: (list actions).
P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date).
P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
P54	Superior qualifications appointment made under 35 CFR 251.42.
P55	Special rate under 35 CFR 251.42.
P72	Salary in block 20 includes supervisory differential of \$_____.
P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
P80	Salary in block 12 includes supervisory differential of \$_____.
P81	Salary in block 20 includes AUO of \$_____.
P82	Salary in block 12 includes AUO of \$_____.
P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate.
P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
P92	Salary includes a locality-based payment of __% (in block 20B).
P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B instead of locality payment).
P98	Salary in block 12 includes availability pay of \$___.
P99	Salary in block 20 includes availability pay of \$___.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	EMPLOYEE REASON FOR RESIGNATION, RETIREMENT, FAILURE TO RELOCATE OR TO ACCEPT REASSIGNMENT
R19	Reason for resignation: (Enter reason given by employee. When reason is too lengthy to fit into block 45 of the SF 50, it should be summarized.)
R20	Reason for retirement: to obtain retirement benefits.
R21	Reason for retirement: (State reason.)
R22	Employee has elected to receive workers' compensation in lieu of a retirement annuity.
R52	Reason(s) for declination of assignment: (Enter reason(s).)
R53	Reason(s) for declination of relocation: (Enter reason(s).)
R55	Refused job offer because (reasons given by employee).
	AGENCY EXPLANATION OF EMPLOYEE'S SEPARATION
S20	(State the conditions under which the employee abandoned his/her position).
S25	Agency finding: (State the specific, factual reason known to the agency as to why the employee retired.)
S28	Agency finding: Resigned after receiving written notice on (date) of decision to separate for (reasons).
S29	Agency finding: Resigned after receiving written notice on (date) of decision to demote for (reasons).
S30	Agency finding: Resigned after receiving written notice on (date) of decision to suspend for (reasons).
S31	Agency finding: Resigned after receiving written notice on (date) of proposal to separate for (reasons).

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
S32	Agency finding: Resigned after receiving written notice on (date) of proposal to demote for (reasons).
S33	Agency finding: Resigned after receiving written notice on (date) of proposal to suspend for (reasons).
S34	Agency finding: Retired after receiving written notice on (date) of decision to separate for (reasons).
S35	Agency finding: Retired after receiving written notice on (date) of decision to demote for (reasons).
S36	Agency finding: Retired after receiving written notice on (date) of decision to suspend for (reasons).
S37	Agency finding: Retired after receiving written notice on (date) of proposal to separate for (reasons).
S38	Agency finding: Retired after receiving written notice on (date) of proposal to demote for (reasons).
S39	Agency finding: Retired after receiving written notice on (date) of proposal to suspend for (reasons).
S40	Agency finding: Terminated after receiving written notice on (date) of proposal to suspend for (reasons).
S41	Agency finding: Terminated after receiving written notice on (date) of proposal to demote for (reasons).
S42	Agency finding: Terminated after receiving written notice on (date) of proposal to separate for (reasons).
S43	Agency finding: Terminated after receiving written notice on (date) of decision to suspend for (reasons).
S44	Agency finding: Terminated after receiving written notice (date) of decision to demote for (reasons).

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
S45	Agency finding: Terminated after receiving written notice on (date) of decision to separate for (reasons).
S46	Separated by order of OPM dated (date) for violation of CS (enter proper rule or regulation).
S47	Reason(s) for removal: (State reason(s).)
S48	Reason(s) for termination: (State reason(s).)
S49	Reason for suspension: (State reason).
S51	RIF notice dated: (date).
S54	Offered job(s) of (position title, grade, salary, and geographical location).
S56	No reason given by employee for refusing job offer.
S57	Refused extension of appointment.
S58	No other work available.
S65	Resigned during initial appointment probationary period.
S66	Resigned during trial period.
S68	Employee gave no reason for resignation.
S69	Employee gave no reason for retiring.
S73	Separation by order of Merit Systems Protection Board dated (date) for (enter briefly, but specifically, the reasons given by MSPB).
S74	Agency finding: Resigned after receiving notice of proposed position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
S75	Agency finding: Resigned after receiving notice of decision on position change as result of failure to satisfactorily complete probationary period for supervisory (or managerial) position.
S77	Suspension to be imposed on (list days of the week or specific dates on which suspension will be imposed).
S78	Employee is accompanying a U.S. Government sponsor overseas.
S80	Resigned after receiving notice that within-grade increase would be denied.
S81	Agency Finding: Retired after receiving written notice on (date) of decision to remove from the SES for (reasons).
S82	Agency Finding: Resigned after receiving written notice on (date) of proposed placement out of the SES for (reasons).
S83	There is no annuity reduction based on age per 5 U.S.C. 8339(h).
S84	Eligible for an annuity supplement per 5 U.S.C. 8421(a)(2).

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
	TENURE
T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date).
T06	Date for conversion to career tenure has been adjusted to reflect excess time in nonpay status. New conversion date is (date).
T07	Completed service requirement for career tenure from (date) to (date).
T08	Service counting towards permanent tenure from (date) to (date).
T09	Service counting towards permanent tenure from (date).
T10	Service counting toward career tenure from (date).
T11	Completed one year of current continuous service.
T29	(Briefly state reason for change in tenure group).
T30	Reason for retroactive action:
T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.
	RETAINED GRADE AND RETAINED PAY
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X39	Employee elected to terminate grade retention entitlement.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

<u>Code</u>	<u>Name/Explanation</u>
X40	Employee is entitled to pay retention.
X41	Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates – 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule.
X42	Pay retention entitlement terminated.
X43	Expiration of grade retention period as (pay plan and grade).
X44	Employee is entitled to grade retention.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
X46	Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade.
X47	Action denies within-grade increase to step (number) of employee's retained grade.
X48	Declined offer of (position title; pay plan;series; and grade, level or band).
X49	Change to lower grade, level, or band is for personal cause.
X50	Failed to comply with priority placement program requirements.
X61	Retained grade will not be used for purposes of reduction-in-force.
X62	Action grants within-grade increase in employee's retained grade of (pay plan and grade).
X63	Action denies within-grade increase in employee's retained grade of (pay plan and grade).
X65	Grade retention entitlement is terminated.
X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.

THE GUIDE TO PERSONNEL DATA STANDARDS

REMARKS

Code

Name/Explanation

RESERVED FOR AGENCIES' INTERNAL USE

Codes with the first character of Y or Z are reserved for agencies' internal use.