

# U.S. OFFICE OF PERSONNEL MANAGEMENT

## OPERATING MANUAL UPDATE

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Washington, DC 20415

November 4, 2001

### The Guide to Processing Personnel Actions

Update 38

#### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-3 thru 4-4	Update 37 June 3, 2001	4-3 thru 4-4	Deletes reference to notifying uniformed finance center of the appointment of a military retiree as requirement is obsolete, and added reference to Figure 3-4.
4-19 thru 4-20	Update 34 July 30, 2000	4-19 thru 4-20	Deletes reference to "The Guide to the Central Personnel Data File", to show revised name of Guide as "The Guide to Central Personnel Data File Reporting Requirements."

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**Distribution:** Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

**Inquiries:** For inquiries about information in this update, contact the Office of Merit Systems Oversight and Effectiveness, Office of Workforce Information, Personnel Records and Systems Division by email at [owi@opm.gov](mailto:owi@opm.gov).

## The Guide to Processing Personnel Actions (2)

### Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-37 thru 4-38	Update 35 October 1, 2000	4-37 thru 4-38	(1) Deletes reference to GSA's Worldwide Geographic Locations Code dated June 1993. (2) Corrects web address that accesses Duty Station File.
9-5 thru 9-6	Update 37 June 3, 2001	9-5 thru 9-6	Corrects effective date in footnote from January 3, 2001 to June 3, 2001.
11-39 thru 11-40	Update 37 June 3, 2001	11-39 thru 11-40	Corrects legal authority code for Sch A, 213.3102(gg) from L1M to XGM.
13-5 thru 13-10	Update 27 August 21, 1998	13-5 thru 13-10	(1) Deletes reference to Note 1 in table header. (2) Deletes second authority, "AWM - OPM Form 1390 or letter (date)" from Rules 2 and 3. (3) Adds second authority, "AUM - OPM Letter" to Rules 4-7. (4) Corrects authority in Rules 16-18 from "OPM Form 1390 or letter (date)" to "OPM Form 1652". (4) Adds reference to Note 4 to Rules 19-23. (5) Adds second authority, "AWM - OPM Form 1652," to Rules 24-28. (6) Deletes Note 1. (7) Adds new Note 4.
14-19 thru 14-20	Update 22 April 14, 1996	14-19 thru 14-20	Adds reference to "Chapter 11, Figure 11-1" in Note 3.
14-23 thru 14-24	Update 24 July 20, 1997	14-23 thru 14-24	(1) Adds reference to "Chapter 11, Figure 11-1" in Note 3. (2) Adds second authority, "AWM - OPM Form 1652," to Rules 4-6. (3) Deletes Note 2.
14-35 thru 14-36	Update 24 July 20, 1997	14-35 thru 14-36	Adds reference to "Chapter 11, Figure 11-1" in Note 2.

The Guide to Processing Personnel Actions (3)

Summary of Changes - continued

Remove		Insert	Explanation of Changes
Page	Identification	Page	
20-3 thru 20-4	Update 27 August 21, 1998	20-3 thru 20-4	Provides example of how to complete block 5-B when the length of employee's name exceeds the allotted space.
28-1 thru 28-8	various	28-1 thru 28-10	(1) Renames Table 28 as Table 28-A. (2) Adds reference to Table 28-B. (3) Clarifies guidance under "Coverage." (4) Clarifies guidance under "Use of Standard Form 52." (5) Clarifies guidance under "Instructions." (6) Deletes information in Column G from Table 28-A. (7) Deletes footnote containing "Notes" from Table 28-A as "Notes" now shown in Table 28-B. (8) Adds Table 28-B "Remarks to be Shown on Standard Form 50."
31-35 thru 31-38	Update 34 July 30, 2000	31-35 thru 31-38	Deletes remark M63.

## Chapter 4. Requesting and Documenting Personnel Actions

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### 1. Coverage.

This chapter explains how to complete the Standard Form 52, Request for Personnel Action, and the Standard Form 50, Notification of Personnel Action.

### 2. Standard Form 52, Request for Personnel Action.

The Standard Form 52 is a single sheet version of the form that is used when the request will be hand-written or typed. The Standard Form 52-B is a continuous pinfeed version on which data can be computer-printed and is used when the request is prepared directly from the agency's personnel data system. As used in this **Guide**, "Standard Form 52" means both the Standard Form 52 and the Standard Form 52-B. A sample of the Standard Form 52 is reproduced on page 4-11 of this Chapter.

#### a. How the form is used.

(1) Supervisors and managers use the form to request

- position actions, such as the establishment of a new position or the reclassification of an existing position;
- employee actions, such as the appointment of an employee or the promotion of an employee; and
- actions involving both a position and an employee, such as the establishment and filling of a position, or the reclassification of a position and reassignment of an employee to the reclassified position.

(2) Employees use the form to notify the agency of their resignation or retirement, to request Leave Without Pay (LWOP) and to request a name change.

(3) The personnel office uses the form to record staffing, classification, and other personnel determinations, and then uses the information on the form to prepare the Notification of Personnel Action.

#### b. How to complete the Standard Form 52.

Follow the instructions in job aid **Instructions for Completing the Standard form 50 and For Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, when completing the Standard Form 52. Also use job aid, **Instructions for Completing Parts A, B (blocks 45-51), and D of the Standard Form 52**, for completing those parts of the Standard Form 52 which contain data that is not recorded on the Standard Form 50.

### 3. Standard Form 50, Notification of Personnel Action.

The Standard Form 50 is used to document employment events. It is available in several versions. As used in this **Guide**, "Standard Form 50" means any version of the form. The Standard Form 50 is a 5-part form designed to be completed by typewriter. The Standard Form 50-B is a continuous pinfeed form that comes in both 5-part and 3-part versions. The copies in the 5-part Standard Form 50 and

Standard Form 50-B are marked as Employee, Official Personnel Folder, Payroll, Chronological Journal File, and Utility copies. The copies in the 3-part Standard Form 50-B are marked as Employee, Official Personnel Folder, and Chronological Journal File copies. Agencies may use whichever version of the form suits their needs. The Office of Personnel Management does not require agencies retain a Chronological Journal File of personnel actions. Agencies may do so at their option. Unused copies of the Standard Form 50 should be destroyed in a way that protects employees' privacy. A sample of the Standard Form 50 is reproduced on page 4-13 of this chapter.

**a. Use of the Standard Form 50.** A Standard Form 50 is generally used as the long-term Official Personnel Folder documentation of personnel actions. Documentation of the following actions is *not* authorized for long-term Official Personnel Folder retention:

Exception to Reduction in Force Release;  
 Realignment;  
 Recruitment Bonus;  
 Relocation Bonus;  
 Referral Bonus;  
 Individual or Group Time Off Award;  
 Foreign Language Award;  
 Individual or Group  
 Suggestion/Invention Award;  
 Travel Savings Incentive Award;  
 Individual or Group Cash Award; and  
 Senior Executive Service Performance  
 Award.

All other actions in this **Guide** are to be documented for long-term retention in the Official Personnel Folder. The Official Personnel Folder documentation should be

either:

- (1) A Standard Form 50;
- (2) An exception to the Standard Form 50, approved by the Office of Personnel Management (see section 4),
- (3) a list form of notice (see section 5), or
- (4) one of the alternative forms of notice described for pay adjustments in Chapter 17.

**b. Additional copies of Notifications of Personnel Action.** Duplicate or additional copies of personnel action notices increase the possibility for unwarranted invasion of employee privacy and unauthorized use of personal employee data on the form. Therefore, agencies may *not* reproduce additional copies of personnel action notifications unless the extra copy is authorized by the Office of Personnel Management, for example, as a "pick-up Standard Form 50" to notify an agency that you have hired one of its employees or to >comply with the requirements in Figure 3-4.< Both the Standard Form 50 and Standard Form 50-B are available in a version with a "utility" copy that may be used to meet any special needs your agency may have.

#### 4. Completing the Standard Form 50.

**a. Employee Name.** (1) The general rule on use of a name on an employee's records is consistency: show the employee's name in the same way on all Government records. The name to record on official personnel records for an appointee is the name commonly used in the community where the appointee resides, for example, the name entered on application papers and used for social security records, driver's license,

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
2 Social Security Number, continued	Complete on all actions.	<p>number assigned by the Office of Personnel Management; then assign the four sequential digits, the following controls must be maintained:</p> <p>(1) <b>Uniqueness.</b> Pseudo numbers may be used for persons for whom no social security numbers will be recorded, or for persons temporarily having no social security number. In either case, the number that is assigned must be unique. It may not be used after the person has left the agency or has received a valid social security number. The employee's Official Personnel Folder must always carry the valid social security number and correspondence with the National Personnel Records Center must always identify the employee by the valid number.</p> <p>(2) <b>Correction.</b> When a valid social security number is obtained to replace a pseudo number that has been assigned and submitted in a record to the Office of Personnel Management (to the Central Personnel Data File), a correction is required. Follow the instructions in <a href="#">The Guide to the Central Personnel Data File Reporting Requirements</a> for preparing corrections for the Central Personnel Data File. Note that for the Central Personnel Data File, a complete correction action is required for each action processed with the pseudo number.</p> <p><b>d. Multiple Appointments.</b> If the employee holds two or more appointments in the same agency at the same time, use the valid social security number for each appointment. On each action processed during a period of concurrent employment, use Remark M36—"Concurrent employment (identify position or agency unit where concurrently employed)."</p> <p><b>e. To obtain a valid Social Security Number,</b> the employee must contact the nearest Social Security Administration office to complete the necessary application forms. He/she must present evidence of identity, birth, and if foreign born, of United States citizenship or current alien status.</p> <p><b>f. Corrections.</b> See Chapter 32 for instructions.</p>

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
3 Date of Birth	Complete on all actions.	When the requesting office has entered employee's date of birth, check it against the Official Personnel Folder, application/resume, or Standard Form 75, Request for Preliminary Employment Data, to be sure it has been entered correctly. When the requesting office has not entered employee's date of birth, enter it in month-day-year order, for example, "01-03-40" or "01-03-1940."
4 Effective Date	Complete on all actions.	Enter date in month-day-year order, for example, "10-01-98" or "10-01-1998 (As a general rule, the effective date may not be earlier than the date on which the appointing officer approved the action. See Table 3-A for guidance on setting effective dates and for information on situations when the effective date may be earlier than the date on which the officer approved the action.)
5-A Code	Complete on all actions.	Enter code required by the chapter that explains how to process the action. When nature of action is a correction, enter "002;" when it is a cancellation, enter "001."
5-B Nature of Action		Enter the nature of action for the code shown in block 5-A.
5-C Code	Complete on all actions except 350/Death, 355/Termination-Exp of Appt, and 002/Correction.	Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-D Legal Authority		Enter primary authority code—the first one listed for the action in the chapter that explains how to process the action. (Authority codes must always be entered in the order in which they are listed in the chapter that covers the action.)
5-E Code	Complete only when a second authority is required for the nature of action shown in blocks 5-A and 5-B.	Enter code for the second authority.
5-F Legal Authority		Enter second authority.

## Job Aid

## Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
38 Duty Station Code	<p><b>a.</b> Complete on:</p> <p>(1) appointments and conversions to appointments,</p> <p>(2) separations, and</p> <p>(3) any action that moves employee to a new duty station.</p> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Enter code [State(or country)/city/county] for location shown in block 39. *** To locate the most recent list of codes, see the Duty Station File that is available for download at <a href="http://www.opm.gov/feddata/guidance.htm">www.opm.gov/feddata/guidance.htm</a>.</p> <p><b>a.</b> When an employee's official duty station is not in a city, enter "0000" for the city portion of the nine-digit code.</p> <p><b>b.</b> When an employee's official duty station is outside the United States, the last three digits of the nine-digit code are not needed and may be left blank or filled with zeroes or any other representations.</p>
39 Duty Station		<p>Enter location of employee's official duty station:</p> <p><b>a.</b> When employee's official duty station is in the United States, enter "city-county-State" or "city-State," as appropriate.</p> <p><b>b.</b> When duty station is in a foreign country, enter city and country.</p>
40 Agency Data - 44	Complete when required by your agency.	Follow your agency's instructions.
45 Remarks (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>a.</b> When action is a resignation/retirement, be sure to ask the employee to provide a reason, an effective date, and a forwarding address. Part E of the Standard Form 52 may be used for this purpose. When an employee furnishes resignation or retirement data on a separate sheet (by letter or E-mail, for example), check to be sure it contains the information in Part E.</p>

*Continued on next page*

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>	<i>When to Complete</i>	<i>How to Complete</i>
45 Remarks, continued (Parts E and F of the Standard Form 52)	Complete whenever this <b>Guide</b> or your agency's instructions require you to list remarks on the Standard Form 50. Also use when space is needed to show more than two authority codes and authorities for an action and when remarks are needed to explain premium pay shift rates, or other pay entitlements.	<p><b>b.</b> Limit the length of remarks to the space provided in block 45.</p> <p>(1) When employee's reason for resignation/retirement or the agency's finding are so lengthy that they will not fit in block 45, summarize them on the Standard Form 50. (The reason or finding will remain a matter of record because the resignation is a document required for long-term retention in the Official Personnel Folder.)</p> <p>(2) On some appointments, conversion to appointment, and change actions, all of the required remarks will not fit in block 45. When this occurs, benefits remarks (those with codes beginning with "B"), Federal Employees Retirement System-related remarks (remarks M38, M39, M40, M45, and M46), Thrift Savings Plan remarks, and agency remarks (e.g., those beginning with codes "Y" and "Z") may be printed on a second Standard Form 50. In these cases:</p> <ul style="list-style-type: none"> <li>— the last entry in block 45 of the first Standard Form 50 must be: "Remarks continued on second page." and the first entry in block 45 of the second Standard Form 50 must be "Remarks continued:";</li> <li>— entries in blocks 1-44 and 46-50 on the second Standard Form 50 must be identical to those on the first Standard Form 50; and</li> <li>— copies of <i>both</i> Standard Form 50's must be placed in the Official Personnel Folder.</li> </ul>

**Job Aid****Instructions for Processing Personnel Actions on Appointments in the Competitive Service**

STEP	ACTION
1	<p>Use Tables 9-A through 9-H to select nature of action and authority for the appointment or conversion and enter them in blocks 5A-5F of the Standard Form 52, Request for Personnel Action.</p> <p>If a return to duty is documented on the same Standard Form 52, refer to section 2b of this chapter.</p>
2	<p>Use Table 9-I to select remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52.</p> <p>Also enter in Part F any additional remarks codes/remarks that are required by your agency's instructions or that are necessary to explain the action.</p>
3	<p>Check <b>The Guide to Personnel Recordkeeping</b> to decide if any of the documents submitted with or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder.</p> <p>Follow your agency's instructions to dispose of those not filed in the Folder.</p>
4	<p>Complete the Standard Form 52 as required by instructions in Chapter 4; follow your agency's procedures to get the approval signatures on the Standard Form 52.</p> <p>If the actions involve persons already employed by your agency, compare data on the Standard Form 52 submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.</p>
5	<p>Enter or update dates in any suspense file system your agency maintains (such as ending date for probation period).</p>
6	<p>Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action; follow your agency's instructions to have the Standard Form 50 signed or authenticated.</p>
<i>Continued on next page</i>	

## Job Aid

## Instructions for Processing Personnel Actions on Appointments in the Competitive Service, continued

STEP	ACTION	
7	Prepare and distribute required notices:	
	If	Then
	Employee is coming from another agency with no break in service (or with a break of 3 calendar days or less)	<p>Make another copy of the Standard Form 50, Notification of Personnel Action, (or list form of notice) and send it to the servicing personnel office in the “losing” agency, requesting that employee’s Official Personnel Folder and Standard Form 1150, Leave Record, be forwarded to your office.</p> <p>If you cannot send a copy of the appointment Standard Form 50 (the “pick-up 50”) to the losing agency within 5 days of the effective date of the appointment, send a copy of the appointment Standard Form 52, Request for Personnel Action, instead. The copy must be signed by the appointing official in Part C, block 2 of the Standard Form 52.</p> <p>Note: When the gaining agency is using an &gt;OPM-approved electronic SF 52 or SF 52 signature system, use a letter or other written document as required by the losing agency to request the OPF. The request letter or other written document as required by the losing agency must be signed by the appointing official, and contain the information in Part B, blocks 1-6 and 15-22 of the SF 52.&lt;</p>
The person is being converted to a new appointment and will be serviced by a new payroll office.	Give the employee, before the effective date of the conversion, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual’s records are maintained.	
8	Follow your agency’s instructions for distributing the copies of the Standard Form 50.	

Pages 9-7 and 9-8 are blank.

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)**

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(z) .....	WZM
213.3102(aa) .....	XAM
213.3102(bb) .....	XBM
213.3102(ff) .....	XFM
213.3102(gg) .....	XGM
213.3102(ii) .....	X9M
213.3102(ll) .....	XXM
213.31xx - Agency unique Sch A authority .....	XZM
Sch B, 213.3202(a) - Student Temporary Employment Program - for students pursuing:	
- High school diploma .....	Y1K
- Vocational/Technical certificate .....	Y2K
- Associate degree .....	Y3K
- Bachelor's degree .....	Y4K
- Graduate/Professional degree .....	Y5K

**Figure 11-1. Legal Authority Codes Used For Schedule A, B, and C Appointments (continued)**

For appointments under:

Use Legal Authority Code:

Sch B, 213.3202(b) - Student Career  
Experience Program - for students  
pursuing:

- High school diploma ..... YBM
- Vocational/Technical certificate ..... YGM
- Associate degree ..... Y3M
- Bachelor's degree ..... Y1M
- Graduate/Professional degree ..... Y2M

Sch B, 213.3202(j) ..... YJM

213.3202(m) ..... YMM

213.3202(n)\* ..... YKB

213.3202(o) ..... YCM

213.32xx. Agency-unique Schedule B authority ..... Y5M

Sch C, 213.33xx. Agency-unique Schedule C authority ..... Y7M

Sch C, 213.3302(a) Temp. transitional Sch C ..... Y9K

Sch C, Authority other than Sch C, 213.33xx,  
(i.e., Law or E.O. which establishes a Sch C  
Position) ..... Y8M

*\*Effective as of November 30, 1999, agencies may no longer make new appointments under this authority; however, prior appointees under this authority may be promoted, demoted, or reassigned within the appointing agency while remaining under this appointing authority as long as there is no break in service.*

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Elects conversion to SES when his or her position is converted to SES	Is currently under a career or career-conditional appointment or similar type of appointment in the excepted service		542	Conv to SES Career Appt	NRM	Reg. 317.304	E23, E24, P48, and T55
2	Requests conversion to an SES Career Appointment when his or her position is converted to the SES	Has reinstatement eligibility to a position in the competitive service or had substantial career-oriented service under a career-type appointment in the excepted service	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or similar position			NTM ***	Reg. 317.305(b)(3) ***	
3	Elects conversion to SES when his or her position is converted to SES	Has reinstatement eligibility to a position in the competitive service	Is currently serving under a time-limited appointment in the excepted service which followed, without a break in service, a career-type appointment in a position which has been designated as in the SES			NXM ***	Reg. 317.306(b)(3) ***	

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
4	Elects conversion to SES when his or her position is converted to SES	Is currently serving under a Schedule C appointment, or in a position in the Executive Schedule excepted by law, or in a similar position	The employee's position is designated as SES general	546	Conv to SES Noncareer Appt	NSM >and AUM<	Reg. 317.305(b) >and OPM letter<	E23, P48, and T55
5			The position is designated as SES career reserved and the agency reassigns the employee to an SES general position					
6		Is currently serving under a time limited appointment in a position which will not terminate within three years	The employee's position is designated as SES general			NWM >and AUM<		
7			The position is designated as SES career reserved and the agency assigns the employee to an SES general position					

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Elects conversion to SES when his or her position is converted to SES	Is currently serving under a time-limited appointment in the excepted service in a position which will terminate within three years from the date of the proposed conversion action		548	Conv to SES Ltd Term Appt NTE (date)	NVM	Reg. 317.306 (b)(1)	E23, P48, and T55
9	Is selected competitively for SES Career Appointment	Qualifications Review Board at OPM has certified the executive's qualifications	The person is not on your agency's rolls	142	SES Career Appt	V2M	5 U.S.C. 3393	E23 and T55
10			The person is already on the rolls of your agency	542	Conv to SES Career Appt			
11	Is selected for SES Career Appointment based on reinstatement eligibility from a previous SES Career Appointment	Is reinstated after serving under Presidential appointment	Is not on your agency's rolls	143	Reins-SES Career	VCJ	5 U.S.C. 3593(b)	
12			Is already on the rolls of your agency	543	Conv to Reins-SES Career			
13		Action is not covered under Rules 11 and 12	Is not on your agency's rolls	143	Reins-SES Career	VBJ	5 U.S.C. 3593(a)	
14			Is already on the rolls of your agency	543	Conv to Reins-SES Career			

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
15	Moves without a break in service from an SES Career Appointment in one agency to an SES Career Appointment in another agency			145	Transfer SES Career	V6M	5 U.S.C. 3395(a)(1)(B)	E23 and T55
16	Is selected for SES Noncareer Appointment	Moves without a break in service from an SES Noncareer Appointment in one agency to an SES Noncareer Appointment in another agency		147	Transfer SES Noncareer	VAG and AWM	5 U.S.C. 3395(d)(2) and OPM Form >1652< ***	
17		Action is not covered by Rule 16 above	The person is not on your agency's rolls	146	SES Non-career Appt	V4L and AWM	5 U.S.C. 3394(a) Noncareer and OPM Form >1652< ***	
18			The person is already on the rolls of your agency	546	Conv to SES Non-career Appt			

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Is selected for SES Limited Term Appointment of 3 years or less	Rules 21 and 22 do not apply	The person is not on your agency's rolls	148	SES Ltd Term Appt NTE (date)	V4M	5 U.S.C. 3394(a) Limited Term >(See Note 4 of this table)<	E23 and T55
20			The person is already on the rolls of your agency	548	Conv to SES LTD Term Appt NTE (date)			
21		Appointment is to a continuing position when the agency intends later to convert the employee to a nontemporary appointment	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
22			The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
23	Is serving on an SES Limited Term Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55
24	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is not on your agency's rolls	149	SES Ltd Emergency Appt NTE (date)	V4P >and AWM<	5 U.S.C. 3394(a) Limited Emergency >and OPM Form 1652<	

**Table 13-A. Appointment and Conversion in the Senior Executive Service (SES) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Employee</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authorit y Code is</i>	<i>Authority is (See Note *** 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
25	Is selected for SES Limited Emergency Appointment for 18 months or less to meet a <i>bona fide</i> emergency need	Rules 26 and 27 do not apply	The person is already on the rolls of your agency	549	Conv to SES Ltd Emergency Appt NTE (date)	V4P >and AWM<	5 U.S.C. 3394(a) Limited Emergency >and OPM Form 1652<	E23 and T55
26		Appointment is to a continuing position when the agency intends	The person is not on your agency's rolls	190	Provisional Appt NTE (date)			E23, E58, and T55
27		later to convert the employee to a nontemporary appointment	The person is already on the rolls of your agency	590	Conv to Provisional Appt NTE (date)			
28	Is serving on an SES Limited Emergency Appointment NTE	Appointment is being extended		762	Ext of SES Limited Appt NTE (date)			E23 and T55

## NOTES

1. \*\*\*
2. *ZLM: Other Citation (Laws, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this Table. Cite *ZLM* immediately after the authority or authorities required by this Table.
3. Use Table 13-C to select other remarks which may be required. Then use Table 13-D to translate codes into actual remarks. Remark E23 is used only when employee is a preference eligible.
- >4. Agencies are delegated the authority to use up to 3% of their SES allocations for limited term SES appointments NTE 36 months for career employees. All other requests for limited SES are requested using OPM Form 1652, and agencies must cite the following as the second authority on the SF-52: AWM - OPM Form 1652.<

**Table 14-C. Promotions in the Excepted Service**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Reg. 307.103	
2		Is on a temporary basis	703	Promotion- NTE (date)			
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3	Is not on a temporary basis	702	Promotion	BPM	CS Rule 8.3	
4		Is on a temporary basis	703	Promotion-NTE (date)			
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)	K13
6	Assignment (under circumstances not covered in Rules 1-5) to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
7		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	

**Table 14-C. Promotions in the Excepted Service (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
8	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)	

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. See Table 14-L to translate codes into actual remarks.
3. For information on Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, and C, see >Chapter 11, Figure 11-1, or < [The Guide to Personnel Data Standards](#).

Table 14-E. Reassignments in the Excepted Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If Reassignment Is</i>	<i>Then NOAC Is</i>	<i>Nature of Action Is</i>	<i>Legal Auth Code Is (See Notes below)</i>	<i>And Legal Authority Is</i>
1	Of a VRA appointee	721	Reassignment	J8M	Reg. 307.103
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3
3	Effected under reduction-in-force procedures			PNM	Reg. 351.603
4	Because of contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth. code as was used for the appt.)	(Same authority as was used for the appointment)

## NOTES:

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.203(d)(2)(vii).

2. **If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this table and ZLM, if used.** *ZLM: Other citation (Law, E.O., or Reg.)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table. If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

3. For information on Schedule A, B, and C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see >Chapter 11, Figure 11-1, or< [The Guide to Personnel Data Standards](#).

**Table 14-F. Reassignments in the Senior Executive Service**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Employee Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i> <i>(See Notes below)</i>	<i>And Authority Is</i>
<i>L</i>						
<i>E</i>						
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 U.S.C. 4314(b)(3)
2		Action results from reduction in force			VDM	5 U.S.C. 3595(b)(3)(A)
3		Action is not described in Rules 1 or 2 above			V5M	5 U.S.C. 3395(a)(1)(A)
4	Serving on an SES Noncareer Appt	V9M >and AWM<			5 U.S.C. 3395(d)(1) >and OPM Form 1652<	
5	Serving on an SES Limited Emergency Appt	V7M >and AWM<			5 U.S.C. 3395(b)(1) >and OPM Form 1652<	
6	Serving on an SES Limited Term Appt	V8M >and AWM<			5 U.S.C. 3395(b)(2) >and OPM Form 1652<	

## NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.

2. \*\*\*

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board			713	Chg to Lower Grade	VAA	5 U.S.C. 1204	
17	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under adverse action procedures of 5 U.S.C. chapter 75			VAJ and (same auth code as was used for the appt)	5 U.S.C. 75 and (same authority as was used for the appt)	
18			Is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and (Same auth code as was used for the appt)	5 U.S.C. 75 Eq and (same authority that was used for the appt)	

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under conditions not covered in Rules 17 and 18	713	Chg to Lower Grade	USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)	

## NOTES:

1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.

2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite *ABR: Reg 330.608* following the authorities required by this table and ZLM, if used. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see >Chapter 11, Figure 11-1 or < [The Guide to Personnel Data Standards](#). If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

3. See Table 14-L to translate codes into actual remarks.

## Chapter 20. Name Change

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### 1. Coverage.

This chapter explains when and how to change the name documented on an employee's personnel records. More information on how an employee's name may be recorded on personnel records is found in Chapter 3 of this *Guide*.

Do not use this chapter to correct previous personnel actions that contain errors in the employee's name. Follow the instructions in Chapter 32 of this *Guide* to correct those actions.

### 2. Rules on Processing Name Changes.

**a. Mandatory changes.** The employing agency *must* accept and process an employee's request for change in name when:

- C the change results from marriage; or
- C court action, such as a divorce or legal name change.

**b. Optional Changes.** The agency is under no obligation to process a name change that does not result from marriage or other court action. It *may* accept and process such a request only when the following conditions are met:

- C the laws of the employee's state of residence *do not* expressly provide that name changes can be accomplished only by court action;
- C the agency has no reason to believe that the name change is being made by the employee with the intention of fraud or deceit; and
- C the employee expects to continue to use the new name on all employment and employment-related records, including social security records.

**c. Acceptable proof that the name change is a proper action.** The agency may accept any document that gives reasonable assurance of the appropriateness of the action.

When documentation used to support the determination that the name change is an appropriate action is retained, great care should be taken to ensure that very personal documents are not retained which may be sensitive to the employee, such as divorce decrees that list property settlements or visitation rights.

**d. Effective date of a name change action.** The effective date of a name change is to be the date on which the Standard Form 50, Notification of Personnel Action, is prepared. The action may be prepared on any date the agency chooses, as long as it is no earlier than the

date of the event (marriage, divorce, etc.) that is the basis for the change. An agency may, for the convenience of its payroll office, make the change action effective at the beginning of a pay period; however, there is no requirement to do so.

### 3. Use of the Standard Form 52.

Although the Standard Form 52, Request for Personnel Action, is needed as the input document for many actions, its use for Name Change action is optional. The employee may use either a Standard Form 52 or a memorandum to submit a request for a name change.

When a memorandum is used, the personnel action may be prepared directly from the information in the employee's Official Personnel Folder (or the agency's automated processing system) and on the memorandum.

If agency procedures require the use of the Standard Form 52, it should be prepared in the requesting office.

### 4. Nature of Action and Legal Authority.

Use the following nature of action and legal authority to document the personnel action.

<i>Nature of Action</i>	<i>Legal Authority</i>
780/Name Change from (previous name)*	CGM/5 U.S.C. 552a(e)(5)

>\*If due to space limitation an agency's automated system can not accommodate the previous name in block 5-B, type in "see remark" where the previous name would have been shown. Then show the previous name in the Remarks Section of the personnel action (i.e., block 5-B would read "Name Change from (see remark)"; and block 45 remark would read "Previous name was Lastname, First M.").<

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

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## Chapter 28. Change in Data Element

### 1. Coverage.

a. This chapter covers >use of nature of actions:<

(1) \*\*\* 800/Chg in Data Element, under the circumstances described in Table 28, to change:

Agency Code,  
Annuitant Indicator,  
Bargaining Unit Status,  
FLSA Category,  
Occupational Code,  
Pay Rate Determinant,  
Personnel Office ID, and  
Position Occupied.

(2) \*\*\* 803/Chg 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 Central Personnel Data File 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.<

(1) 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.

(2) 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/Chg 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, authority and remarks \*\*\* to be entered in blocks 5A-5D \*\*\* and 45 of the Standard Form 50. >See Table 28-B for an explanation of the remark codes.< 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/Chg 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 to complete the form; follow the agency's instructions to

obtain the approval signature.

>e.< Follow the instructions in Chapter 4 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.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</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>	***
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 (47)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)	***
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 (28)					
3	Labor organization representation changes so that employee is covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (37)					
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 (35)					

**Table 28>-A<. Processing Changes in Data Elements (continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</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>	***
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 (17)	800	Chg in Data Element	VGP	5 U.S.C. 5107	***
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	5 U.S.C. 552a(e)(5)	
7	Employee's step and/or salary changes and the code that formerly identified the special factors used in determining employee's pay is no longer appropriate	Pay Rate Determinant (29)					
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)					
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (34)					

Table 28&gt;-A&lt;. Processing Changes in Data Elements (continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</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>	***
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	5 U.S.C. chapter 84	***
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204	
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	5 U.S.C. 552a(e)(5)	***

**Table 28>-A<. Processing Changes in Data Elements (continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</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>	***
13	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	Retirement Plan (30)	803	Chg in Retirement Plan	CGM	5 U.S.C. 552a(e)(5)	***
14	An Executive order or law or a change in >positions's designation even though the employee's position series and grade do not change< (e.g., from law enforcement to non-law enforcement)						***

\*\*\*

&gt;Table 28-B. Remarks to be shown on Standard Form 50(Use as many remarks as applicable)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</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 of this table).
3		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.
4		Election of deemed FERS coverage <i>is</i> subject to deemed FERS regulations	M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) 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 5 CFR 846.204(b)(2) (i).	
6	Employee who has been excluded from FERS 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.<	

&gt;Table 28-B. Remarks to be shown on Standard Form 50(Use as many remarks as applicable) (Continued)

R U L E	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
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 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election)

## Note:

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.<

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

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>U</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
<i>L</i>				
<i>E</i>				
73	***	***		***
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 of this table)		S48
77	Action is a 330/Removal			S47

## NOTES:

1. See Table 31-D 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.
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 5 CFR part 550, subpart G, 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.

## NOTES (Continued):

6. These instructions do not apply when action is 352/Termination-Appt in (agency).
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 equalled 6 days of service credit.
8. See [The Employees Health Benefits Handbook](#) for information about determining whether an involuntary separation is due to gross misconduct.

**Table 31-D. Codes and Corresponding Remarks**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	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).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).
3	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 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 life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	***	***
9	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.]
10	G30	Intermittent employment totaled (number) hours in pay 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 later.]
11	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
12	M04	Under P.L. 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.

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M26	Employee was advised of opportunity to file grievance and elected to do so.
14	M27	Employee was advised of opportunity to file grievance and elected not to do so.
15	M58	No SES reinstatement rights.
16	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
17	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
18	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.
19	***	***
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$ ) severance pay fund to be paid at the rate of (\$ ) per week over (number) weeks beginning (date).