

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 51

*** NOTICE ***

This Guide and its Updates are available for viewing/printing on our web site (www.opm.gov/feddata/persdoc.htm). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. As was previously noted in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. Unless an effective date is specified for a particular change within the table of the Summary of Changes that follows, the effective date of guidance in this document is the date shown above.

Distribution: Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

The Guide to Processing Personnel Actions (2)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
3-3 thru 3-4	Update 41 April 6, 2003	3-3 thru 3-4	Updates regulatory citation for authority to prescribe reporting requirements to “Part 9.2, title 5, CFR”.
6-25 thru 6-26	Update 48 December 21, 2008	6-25 thru 6-26	Corrects reference to title of SF-144 which was previously changed inadvertently.
9-15 thru 9-16	Update 50 June 7, 2009	9-15 thru 9-16	Updates regulatory citation for legal authority code ABS to “Reg. 330.708” in rules 4 and 5 of Table 9-C.
9-19 thru 9-20	Update 45 August 6, 2006	9-19 thru 9-20	Updates regulatory citation for legal authority code ABS to “Reg. 330.708” in rules 29 thru 32 of Table 9-C.
9-35 thru 9-36	Update 46 January 7, 2007	9-35 thru 9-36	Effective September 11, 2009, adds new rules 22 and 23 to Table 9-G documenting the authority to noncompetitively appoint certain military spouses and establishes new legal authority “LAM/Reg. 315.612”.
10-13 thru 10-16	Various	10-13 thru 10-16	1) Effective September 11, 2009, adds new rules 1 and 2 to Table 10-B documenting the authority to noncompetitively appoint certain military spouses and establishes new legal authority “LCM/Reg. 316.402(b)(3); MS”. 2) Adds “5 CFR 315.604 and 5 CFR 315.711” to rules 11 and 12 of Table 10-B.
10-21 thru 10-22	Update 50 June 7, 2009	10-21 thru 10-22	Updates regulatory citation for legal authority code ABS to “Reg. 330.708” in rules 47 and 48 of Table 10-B.
10-27 thru 10-28	Update 45 August 6, 2006	10-27 thru 10-28	1) Effective September 11, 2009, adds new rules 1 and 2 to Table 10-E documenting the authority to noncompetitively appoint certain military spouses and establishes new legal authority “LDM/Reg. 316.302(b)(3); MS”.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-31 thru 10-32	Update 50 June 7, 2009	10-31 thru 10-32	Updates regulatory citation for legal authority code ABS to “Reg. 330.708” in rules 39 and 40 of Table 10-E.
10-39 thru 10-40	Update 50 June 7, 2009	10-39 thru 10-40	Updates regulatory citation for legal authority code ABS to “Reg. 330.708” in rules 22 and 23 of Table 10-G.
14-3 thru 14-4	Update 45 August 6, 2006	14-3 thru 14-4	Deletes reference to promotion while serving on appointment under temporary appointment pending establishment of a register (TAPER) as authority is obsolete.

Chapter 3. General Instructions for Processing Personnel Actions

Subchapter 1. General Instructions

1-1. Authority to Prescribe Reporting Requirements.

The Office of Personnel Management's authority to prescribe reporting requirements covering personnel actions is in section 2951, title 5, U.S. Code. Part >9.2,< title 5, U.S. Code of Federal Regulations, is based on that statute, and extends this authority to all types of appointments and personnel actions.

1-2. Employee Name.

a. Name Used. 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, income tax purposes, and bank accounts. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

b. Recording employee's name. The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr.)
[comma] [space]
FIRST NAME or INITIAL [space]
MIDDLE NAME(s) or initial(s)

Examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE
O'REILLY, JOHN F.X.
MARTINEZ-SANDOVAL, MARIA
ELENA

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Record apostrophes and hyphens of spaces between double names only as used by the employee. Do not use titles, such as "Mr." "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

1-3. Effective Dates.

a. Prior Approval. Except as explained in Table 3-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an approved electronic authentication in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

b. Setting Effective Dates. Unless otherwise indicated on the Notification of Personnel Action, separations and actions to terminate grade and pay retention are

effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.

(1) Follow instructions in Table 3-A to set dates in situations where approval of the appointing officer is required. Use Figure 3-1 to identify Comptroller General decisions that address effective dates and how they are set in specific situations.

(2) Follow instructions in Table 3-B to set dates in those situations where prior approval of the appointing officer is not required.

1-4. Approval of Personnel Actions.

a. Requirement for approval. As explained in paragraph 1-3a, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.

b. Delegation of appointing authority. Under 5 U.S.Code 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then redelegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of specific position. The delegation must be in writing and define clearly the extent of the

authority being granted, for example, authority to approve all within-grade increase actions.

c. Responsibilities of the appointing officer. The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, including issues such as qualifications, pay, and suitability. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

d. Criteria for selection of appointing officers. Agencies must ensure that appointing authority, that is, the authority to approve and certify actions, is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements.

Approval of actions is a serious responsibility that should not routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a

Figure 6-6. Example of Service Computation Date-Leave Calculation

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior >Federal< Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)

Figure 6-6. Example of Service Computation Date-Leave Calculation

STATEMENT OF PRIOR SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
ADDITIONAL INSTRUCTIONS: Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time Excess LWOP - CY 1988
Defense Logistics Agency	1986	4	20	1992	9	1	
		1					
Dept of Interior	1992	9	2	1992	12	31	
Comm & Agriculture - part time	1993	2	24	1994	9	9	
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations						2	
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	7969	27	61				
Total of separation dates (B)	5980	31	56				
SCD-Leave (A) - (B)	1988	8	5				
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes. [This portion of the form is not shown for this example.]							
REMARKS 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement**(including reinstatement from agency's Reemployment Priority List)****(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
1	Transfer under 5 CFR 315.501		To the same grade or to a position in a different pay plan (see Note 2 of this table)	130	Transfer	KTM	Cite specific authority for action (i.e., Reg. 315.501, or an agency specific authority)
2			To a higher grade (see Note 2 of this table)			KVM	Cite specific authority for action (i.e., Reg. 315.501 Prom, or an agency specific authority)
3			To a lower grade (see Note 2 of this table)			KXM	Cite specific authority for action (i.e., Reg. 315.501 CLG, or an agency specific authority)

**Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority) (Continued)**

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
4	Transfer under 5 CFR 330.707, the Interagency Career Transition Assistance Plan		To the same grade or to a position in a different pay plan	130	Transfer	ABS	>Reg. 330.708<
5			To a lower grade (see Note 2 of this table)			ABT	Reg. 330.707 CLG
6			Transfer under 5 CFR 330.608, the Agency Career Transition Assistance Plan			ABR	Reg. 330.608
7			Transfer of an Administrative Law Judge from one agency to another			SZT	Reg. 930.204(h)
8	Reinstatement of a person who had competitive status or was serving probation (i.e., was on a career or career-conditional appointment) when separated	Is not on your agency's rolls	Career	140	Reins-Career	KQM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority)
9			Career-Conditional	141	Reins-Career-Cond		
10		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
11			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
27	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Is not on the rolls of your agency	Career	140	Reins-Career	KQM and ZLM	Cite specific authority for action (i.e., Reg. 315.401, or an agency specific authority) and (Cite specific authority that brought the position into the competitive service)
28			Career-Conditional	141	Reins-Career-Cond		
29	Reinstatement with priority selection from the Interagency Career Transition Assistance Plan	Is not already on the rolls of your agency	Career	140	Reins-Career	ABS	>Reg. 330.708<
30			Career-Conditional	141	Reins-Career-Cond		
31		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
32			Career-Conditional	541	Conv to Reins-Career-Cond		
33	Reinstatement after priority selection from the Career Transition Assistance Plan (CTAP)	Is not already on the rolls of your agency	Career	140	Reins-Career	ABR	Reg. 330.608
34			Career-Conditional	141	Reins-Career-Cond		
35		Is on the rolls of your agency	Career	540	Conv to Reins-Career		
36			Career-Conditional	541	Conv to Reins-Career-Cond		

Table 9-C. Appointment Based only on the Person's Eligibility for Transfer or Reinstatement (continued)
(including reinstatement from agency's Reemployment Priority List)
(Do not use this table for anyone selected from a Civil Service Certificate or under a Direct Hire Recruiting Authority)

<i>R U L E</i>	<i>If the Appointment Is</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
37	Reinstatement under an authority not covered under Rules 8 - 36	In not already on the rolls of your agency	Career	140	Reins-Career	ZLM	(Cite Law, E.O., or Reg. that authorizes reinstatement)
38			Career-Conditional	141	Reins-Career-Cond		
39		Is already on the rolls of your agency	Career	540	Conv to Reins-Career		
40			Career-Conditional	541	Conv to Reins-Career Cond		

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. When employee is on grade retention, compare the grade he or she is retaining with the grade of the position to which he or she is moving in order to determine if move is to a position at a higher or lower grade.

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
22	>The authority to noncompetitively appoint certain military spouses	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	LAM	Reg. 315.612<
23		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		
24	Reserved						
25							
26	Service as a Fellow under the Presidential Management Fellows Program	Is not on your agency's rolls	Career	100	Career Appt	L3M	Reg. 315.708 (See Note 3 of this table)
27			Career-Conditional	101	Career-Cond Appt		
28		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
29			Career-Conditional	501	Conv to Career-Cond Appt		
30	Conversion of an appointment which was made under Schedule A, Sec. 213.3102(u)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L1M	Reg. 315.709
31			Career-Conditional	501	Conv to Career-Cond Appt		
32	Service as a Foreign Service career officer or employee under the Foreign Service Act of 1946 or of 1980	Is not on your agency's rolls	Career	100	Career Appt	LHM	Reg. 315.606
33			Career-Conditional	101	Career-Cond Appt		
34		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
35			Career-Conditional	501	Conv to Career-Cond Appt		

Table 9-G. Appointment Based on Circumstances or Authorities Not Covered in Tables 9-A through 9-F (continued)

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And the Person</i>	<i>And the Appointment Is</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>
36	Satisfactory completion of 36 months of substantially continuous service under Section 7(a) of the Peace Corps Act	Is not on your agency's rolls	Career	100	Career Appt	LJM	Reg. 315.607
37			Career-Conditional	101	Career-Cond Appt		
38		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
39			Career-Conditional	501	Conv to Career-Cond Appt		
40	Service as a Peace Corps, VISTA, or ACTION Community Volunteer	Is not on your agency's rolls	Career	100	Career Appt	LEM	Reg. 315.605
41			Career-Conditional	101	Career-Cond Appt		
42		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
43			Career-Conditional	501	Conv to Career-Cond Appt		
44	Three years of satisfactory service on a Schedule A or B appointment as a Criminal Investigator (Special Agent) with the Drug Enforcement Administration		Career	500	Conv to Career Appt	ZMM	E.O. 12230

Table 10-B. Appointments Not to Exceed (See Note 1 of this table)

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
1	>Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not employed by your agency		115	Appt NTE (date)	LCM	Reg. 316.402(b)(3); MS<
2		Is already employed by your agency		515	Conv to Appt NTE (date)		
3	Based on selection from a certificate issued from a civil service register maintained under delegation of competitive examining authority from the Office of Personnel Management or a special examining unit authorized by the Office of Personnel Management	Is not employed by your agency		115	Appt NTE (date)	BWA	OPM Delegation Agr (no.), (name of installation issuing certificate), Cert No. ___
4		Is already employed by your agency		515	Conv to Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency		115	Appt NTE (date)	AYM, and see Notes 4 & 5	Direct Hire Authority (cite OPM authority and date)
6		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
7	Based on agency's authority to make temporary appointments by selection from a register	Is not a employee of your agency		115	Appt NTE (date)	MXM	Reg. 316.402(a)
8		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
9	Based on reinstatement eligibility	Is not an employee of your agency		115	Appte NTE (date)	M6M	Cite specific authority for action (i.e., Reg. 316.402(b)(1), or an agency specific authority.
10		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>	
11	Based on person's eligibility for career or career-conditional appointment under 5 CFR 315.601, >315.604,< 315.605, 315.606, 315.607, 315.609 >or 315.711<	Is not an employee of your agency		115	Appt NTE (date)	M8M	Reg. 316.402(b)(3)	
12		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			
13	Based on service overseas while a family member of a civilian employee, a nonappropriated fund employee, or a uniformed service member who is serving overseas (5 CFR 315.608)	Is not an employee of your agency		115	Appt NTE (date)	ZJK		E.O. 12721
14		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)			

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
15	Of a former temporary employee of the agency who was originally appointed from a register or under the provisions of 5 CFR part 333	Meets the time limits for reappointment set out in 5 CFR 316.401	Is not an employee of your agency	115	Appt NTE (date)	NAM	Reg. 316.402(b)(7)
16			Is already employed in your agency in a different position or under a different appointing authority	515	Conv to Appt NTE (date)		
17	Based on eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency		115	Appt NTE (date)	NCM	Reg. 316.402(b)(2)
18		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		
19	Of a disabled veteran who has a service-connected disability of 30% or more	Is not an employee of your agency		115	Appt NTE (date)	NEM	Reg. 316.402(b)(4)
20		Is already employed in your agency in a different position or under a different appointing authority		515	Conv to Appt NTE (date)		

Table 10-B. Appointments Not to Exceed, Continued (See Note 1 of this table)

<i>R U L E</i>	<i>If Appointment is</i>	<i>And the Person</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 2 & 4 of this table)</i>
43	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	>Reg. 330.708<
48		Is already employed in your agency		515	Conv to Appt NTE (date)		
49	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

NOTES:

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment “*PNR: Reg. 351.603 (A-76).*” “*ZLM: Other Citation (Law, E.O., or Reg.)*” may be cited in addition to any other authority or authorities required by this table.
3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), *ABL: Bicultural/Bilingual Selective Factor*.
5. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM Approved Single Agy Auth

Table 10-E. Term Appointment

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
1	>Based on the authority to noncompetitively appoint certain military spouses (5 CFR 315.612)	Is not an employee of your agency	108	Term Appt NTE (date)	LDM	Reg. 316.302 (b)(3); MS<
2		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
3	Based on selection from a certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from the Office of Personnel Management	Is not an employee of your agency	108	Term Appt NTE (date)	BWA	OPM Delegation Agr (no), (name of installation issuing certificate), Cert No ____
4		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
5	Under a direct hire authority	Is not an employee of your agency	108	Term Appt NTE (date)	AYM, and see Notes 3 & 4	Direct-Hire Authority (cite OPM authority and date)
6		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
7	Based on employee's eligibility for reinstatement	Is not an employee of your agency	108	Term Appt NTE (date)	MEM	Cite specific authority for action (i.e., Reg. 316.302(b)(1), or an agency specific authority.
8		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
9	Based on person's eligibility for a Veterans Recruitment Appointment (VRA)	Is not an employee of your agency	108	Term Appt NTE (date)	MGM	Reg. 316.302(b)(2)
10		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
11	Based on eligibility for career or career conditional employment under 5 CFR 315.601, 315.604, 315.605, 315.606, 315.607, 315.609, 315.703, or 315.711	Is not an employee of your agency	108	Term Appt NTE (date)	MJM	Reg. 316.302(b)(3)
12		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
13	Based on noncompetitive reappointment of a former term employee who left prior to the expiration of his or her appointment	Is not an employee of your agency	108	Term Appt NTE (date)	MLM	Reg. 316.302(b)(7)
14		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
15	Of a disabled veteran who has been retired from active military service with a disability rating of 30 percent or more, or who has been rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30 percent or more	Is not an employee of your agency	108	Term Appt NTE (date)	MMM	Reg. 316.302(b)(4)
16		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
17	Based on eligibility for noncompetitive career or career-conditional appointment after employment with the Postal Service or Postal Rate Commission	Is not an employee of your agency	108	Term Appt NTE (date)	V8L	38 U.S.C. 1006

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 & 3 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	>Reg. 330.708<
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Notes 1 and 3 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

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. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM approved Single Agy Auth

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	>Reg. 330.708<
23		Is already employed in your agency	507	Conv to Emergency Appt		

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is (See Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency Appt		

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. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

Acquisition

Veterinarian Medical Officer

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)

BAG: GW006 (VMO)

BYO: OPM approved Single Agy Auth

Chapter 14. Promotions; Changes to Lower Grade, Level or Band; Reassignments; Position Changes; and Details

1. Coverage.

a. This chapter covers:

(1) Promotions; reassignments; changes to lower grade, level or band; and position change actions (meaning personnel actions that move an employee from one competitive service position to another competitive service position, from one excepted service position to another excepted service position, and from one senior executive service position to another senior executive service position, in the same agency and with no break in service).

(2) Extension of temporary promotions and temporary position change actions; and

(3) Details.

b. This chapter does not cover:

(1) Movement of an employee, with his or her position, to a different organization when *no* change occurs in his or her position title, occupational series, grade, duties, and responsibilities. When such a move is to a different agency as a result of a transfer of function, the action is a Mass Transfer; when such a move is within the agency as a result of a reorganization, the action is a Realignment. (See Chapter 21 for instructions on documenting Mass Transfer and Realignments.)

(2) Movement *between* the competitive, excepted, and senior executive services.

Document such a move as a conversion to an appointment. (See instructions in Chapters 9-13.)

(3) Promotion; reassignment; and change to lower grade, level or band for temporary employees. If the employee is serving on a temporary appointment document a change to another position or grade with a conversion to another appointment. (See Chapters 10 and 11.)

(4) Promotion and change to lower grade, level or band of an employee who is serving on a temporary appointment pending establishment of a register in *other than* a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.) ***

(5) Actions based on selection from a Civil Service Certificate or under a Direct Hire Authority. Document these actions as conversions to another appointment. (See Chapters 9 and 10.)

2. Definitions.

a. Position Change. This is a move by an employee to another position during the employee's continuous service under the same appointment within the same agency. When the move establishes the employee's

eligibility for grade retention under 5 U.S.C. 5362, the nature of action is called “Position Change”; it is also called “Position Change” when the employee is already entitled to grade retention and moves to another position at or below the retained grade. A move when the employee is not entitled to, and does not become entitled to, grade retention is a promotion; reassignment; or change to lower grade, level or band. A move to another agency or to a new appointment in the same agency when the employee is entitled to grade retention is an appointment or conversion to appointment.

b. Promotion.

(1) For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a temporary promotion.

(2) When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a temporary promotion.

c. Promotion Not to Exceed is a promotion made on a temporary basis. Promotion NTE is also used when an employee who is entitled to a grade retention under 5 U.S.C. 5362 is temporarily assigned to a position at a grade above the retained grade.

d. Change to Lower Grade

(1) For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade.

(2) When both the old and the new positions are under the same type ungraded

wage schedule or in different pay-method categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.

e. Reassignment is the change of an employee from one position to another without promotion or change to lower grade, level or band. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

f. Detail. A detail is a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. (An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position.) Unless the agency chooses to use a Standard Form 50 (Notification of Personnel Action), a detail, other than a detail under Rule 1 of Table 14-A, is documented with a Standard Form 52, Request for Personnel Action.

g. Position Change Not to Exceed is the temporary assignment of an employee who is entitled to grade retention to another position at a grade no higher than that of the retained grade. (For example, when a General Schedule 7 employee whose