

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

March 1, 2011

The Guide to Processing Personnel Actions

Update 54

SPECIAL NOTE TO SUBSCRIBERS

By memorandum dated January 5, 2011, OPM Director John Berry notified Chief Human Capital Officers and Human Resources Directors that Executive Order 13562 eliminates the Federal Career Intern Program (FCIP) *effective March 1, 2011*, and that no further appointments can be made under FCIP *after February 28, 2011*. Accordingly, effective March 1, 2011, *The Guide to Processing Personnel Actions* is being updated via this Update. In the interim, FCIP conversions to the competitive service occurring *on or before February 28, 2011*, continues to be documented per Chapter 9, Table 9-G, rules 61 thru 64, as appropriate. Conversion from FCIP to the competitive service that occur *on March 1, 2011*, are documented per Chapter 9, Table 9-G, rules 69 thru 72 as appropriate and the authority is E.O. 13562.

Questions/Inquiries: Direct questions or requests for additional information or guidance on the elimination of FCIP or other provisions of Executive Order 13562 to your agency's Chief Human Capital Officer and/or Human Resources Director. When contacting OPM, agency Chief Human Capital Officers and Human Resources Directors should do so as instructed in the last paragraph of Director's Berry's January 5th memorandum. (<http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=3418>).

*** 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.

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	
3-21 thru 3-22	Update 47 December 27, 2007	3-21 thru 3-22	Updates title of SF-256 as revised July 2010.
9-37 thru 9-38	Update 43 July 25, 2004	9-37 thru 9-38	Deletes rules 61-64 from Table 9-G per Executive Order 13562 dated December 27, 2010, revoking the FCIP authority; and abolishes legal authority LYP/Reg.315.712.
9-45 thru 9-46	Update 45 August 6, 2006	9-45 thru 9-46	Deletes rule 13 from Table 9-I as the TAPER authority was previously abolished.
11-37 thru 11-42	Various	11-37 thru 11-42	1) Deletes rules 85 and 86 from Table 11-C per Executive Order 13562 dated December 27, 2010, revoking the FCIP authority; and abolishes remark codes A32 and A33. 2) Deletes reference to legal authority YCM/Sch B, 213.3202(o) from Figure 11-1 per Executive Order 13562 dated December 27, 2010, revoking the FCIP authority.
34-3 thru 34-6	Update 42 September 7, 2003	34-3 thru 34-6	Deletes reference to topics “Handicap Code (Reportable Handicap)” and “Handicapped, Programs For The (see Diversity Programs)” and replace such, respectively, with re-titled topics “Disability Code (Reportable Disability)” and “Disability, Programs For The (see Diversity Programs)”.

Job Aid**Appointment Documents and Information**

Introduction

Regardless of whether your agency uses a reappointment package, a type of electronic forms processing, or entry-on-duty orientation session, new employees must complete certain documents and should receive certain employment information.

**Documents
for all new
employees**

All new employees must complete the following:

- **Standard Form 61, Appointment Affidavit.**
Refer to section 4-3c of this chapter for instructions.
- **Optional Form 306, Declaration of Federal Employment.**
Check with your agency security office for requirements on completing this document.
- **Standard Form 144, Statement of Prior Federal Service.**
Since applications and resumes may include only that employment history relevant to the position for which appointed, information provided on the Standard Form 144 will help in determining whether personnel records need to be located.
- **Statistical data** for ethnicity and race, and >disabling< conditions.

Standard Form 181, Ethnicity and Race Identification.

Standard Form 256, Self-Identification of >Disability.<

Refer to Chapter 4 of this **Guide** for instructions on entering these data into your agency's automated personnel system.

Continued on next page

Job Aid**Appointment Documents and Information, continued**

As appropriate

When applicable, employees must complete certain documents from which employment eligibility is verified, including:

- **Form I-9, Employment Eligibility Verification.** Refer to the Department of Homeland Security (DHS) Handbook for Employers (Form M-274) and 8 CFR, part 274a for completing and retaining the Form I-9.
 - **Applicant's statement of Selective Service registration status.** When candidate is a male whose year of birth is 1960 or later, failure to register may be basis for bar from civil service employment. Refer to 5 CFR 300.705 for instructions.
 - **Statements of Employment and Financial Interests.** Appointees to positions at high grade levels in some agencies and appointees to some positions in agencies that have regulatory responsibilities, may be required to submit statements of financial holdings or of investments. Follow your agency's instructions.
 - **Agency regulations regarding employee conduct.** Follow your agency's instructions for any requirements used to certify that new employees are familiar with the agency's regulations.
-

For certain appointments

Depending on the type of appointment, the employee may need to complete documents for the following.

- **Civil Service retirement coverage.** Refer to the [CSRS and FERS Handbook for Personnel and Payroll Offices](#) , supplemented by Benefits Administration Letters, for instructions.
- **Federal Employees Health Benefits Program.** Refer to the [Federal Employees Health Benefits Handbook for Personnel and Payroll Offices](#) and Benefits Administration Letters to determine the employee's eligibility for coverage and required documents.

Continued on next page

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>
45	Service overseas while a family member of a civilian employee, a nonappropriated fund employee, or uniformed service member who is serving overseas	Is not on your agency's rolls	Career-Conditional	101	Career-Cond Appt	ZJK	E.O. 12721
46		Is already on the rolls of your agency		501	Conv to Career-Cond Appt		
47	Service in U.S. positions of the Panama Canal Commission	Is not on your agency's rolls	Career	100	Career Appt	LKM	Reg. 315.609
48			Career-Conditional	101	Career-Cond Appt		
49		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
50			Career-Conditional	501	Conv to Career-Cond Appt		
51	Involuntary separation (other than removal for cause on charges of misconduct or delinquency) of a National Guard Technician after at least three years of service with the Guard	Is being appointed within one year of separation	Career	100	Career Appt	LKP	Reg. 315.610
52			Career-Conditional	101	Career-Cond Appt		
53		Is being converted to another appointment in your agency within one year following involuntary separation from the Guard without personal cause	Career	500	Conv to Career Appt		
54			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>
55	Service as a reader, interpreter, or personal assistant under Sch A, 213.3102(II)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	L2K	Reg. 315.711
56			Career-Conditional	501	Conv to Career- Cond Appt		
57	Veterans Employment Opportunity Act of 1998 as amended by P.L. 106- 117	Is not on your agency's rolls	Career	100	Career Appt	ZBA	P.L. 106-117, Sec. 511
58			Career-Conditional	101	Career-Cond Appt		
59		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
60			Career-Conditional	501	Conv to Career- Cond Appt		
61	***						
62							
63							
64							

Table 9-I. Remarks to be shown on Standard Form 50 (Use as many remarks as are applicable)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete an appointment affidavit, Standard Form 61, Appointment Affidavit.		M01	Appointment affidavit executed (date).
2	Action is an appointment or a conversion to appointment		M39	Creditable Military Service: (enter yrs and mos, e.g., “6 yrs, 7 mos”) [This remark is not required for reemployed Civil Service annuitants. For other employees, where there is no prior military service, enter “none;” otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
3			M40	Previous Retirement Coverage: (enter “never covered” or “previously covered”) [“Previously covered” indicates that employee was previously covered by the CSRS or the FERS.]
4	Position has promotion potential		K20	Full performance level of employee's position is (enter pay plan and grade, level, or band).
5	Appointment or conversion requires completion of an initial probationary period	Employee has already completed initial probationary period	E04	Initial probationary period completed.
6		Employee has not completed initial probationary period	E18	Appointment is subject to completion of one-year initial probationary period beginning (date).
7	Appointment is career- conditional	Employee has not previously completed the service requirement for career tenure	T10	Service counting toward career tenure from (date).

Table 9-I. Remarks to be Shown on Standard Form 50 (Use as many remarks as are applicable) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
8	Appointment is career	Employee has completed the service requirement for career tenure	T07	Completed service requirement for career tenure from (date) to (date).
9		Employee must complete an initial appointment probationary period (after selection from a civil service certificate, for example)	E07	You will be in tenure group II until you complete the 1-year probationary period that began (date); then you will be changed back to tenure group I.
10	Employee is being assigned to a supervisory (or managerial) position	Is not subject to a supervisory (or managerial) probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44	Probationary period for supervisory (or managerial) position not required.
11		Prior service satisfies a required probationary period for occupying a supervisory (or managerial) position	E45	Probationary period for supervisory (or managerial) position completed.
12		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
13	***			

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
82	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
83			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 10 of this table)
84			P10	Annuity at present is \$ pa. (See Note 11 of this table)

Table 11-C. Remarks to be Shown on SF 50 (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
85	***			
86	***			
87	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
88	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

NOTES:

1. Use as many remarks as are applicable.
2. **Reserved.**
3. Be sure to attach to the employee copy of the SF 50 a copy of his or her employment or working agreement.
4. Tenure group in block 24 changes to “3.”
5. Service year means a consecutive 12 month period beginning with date of the first appointment under a specific authority. Calendar year means the 12-month period beginning on January 1 and ending on December 31. Unless otherwise stated, appointments limited to a specific number of hours during a year refer to a “service year.” Thus, if an appointment is limited to 1040 hours during a year, the year begins on date of the appointment and runs for 12 consecutive months from that date.

NOTES: (continued)

6. Employees are placed in Tenure Group II.
7. Send copy of appointment Standard Form 50 to employee's servicing personnel office in the other agency (reference 5 U.S.C. 5533).
8. Use this remark in addition to those required under Rules 45-48.
9. **Reserved.**
10. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
11. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

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

For appointments under:	Use Legal Authority Code:
Sch A, 213.3102(a)	WAM
213.3102(c)	WCM
213.3102(d)	WDM
213.3102(e)	WEM
213.3102(f).....	WFM
213.3102(i)(1)	W9N
213.3102(i)(2)	W9P
213.3102(i)(3)	W9R
213.3102(j)	WJM
213.3102(k)	WKM
213.3102(l).....	WLM
213.3102(n)	WNM
213.3102(o)	W6M
213.3102(r).....	W9S
213.3102(s).....	W9T
213.3102(u) - Severe Physical Disabilities	WUM
- Mental Retardation	WTA
- Psychiatric Disability	WTB
213.3102(x)	WXM

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(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

213.32xx. 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.*

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