

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 66

***** NOTICE*****

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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	
17-27 thru 17-30	Various	17-27 thru 17-30	<p>1) Adds reference to new Note 5 in the third column of Table 17-D, Rule 1.</p> <p>2) Modifies text in the second column of Table 17-D , Rule 3 to add reference to zero pay adjustments for SL and ST employees and moves the reference to Note 4 from the third column to the second column.</p> <p>3) Adds reference to new Note 5 in the second column of Table 17-D, Rules 4 and 8.</p> <p>4) Modifies text for Note 2 at the end of Table 17-D to refer to Note 4 for guidance on documenting zero pay adjustments for employees occupying SL and ST positions.</p> <p>5) Modifies text for Note 4 at the end of Table 17-D to provide guidance on documenting actions for employees occupying SL or ST positions.</p> <p>6) Adds new Note 5 at the end of Table 17-D providing guidance on documenting actions for employees occupying SL or ST positions.</p>

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</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	General market or structural pay adjustment (including employee pay adjustment linked to rate range adjustment; labor market adjustment; and establishment of or adjustment to basic pay supplement based on location, occupation or other factors)	(See Note 2 >and 5< of this table)	894	Gen Adj	ZLM	Other Citation (Law, E.O., Reg).
2	Within-range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successful or higher get the same within-range increases on same regular cycle (See Note 3 of this table)	893	Reg WRI	ZLM	Other Citation (Law, E.O., Reg).
3	Performance-based pay increase provided on a regular cycle (e.g., annual, >certain zero pay adjustments for SL and ST employees, etc.) [See Note 4 of this table]<	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher ***	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay) (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
4	Performance-based pay increase provided on an irregular basis >(See Note 5 of this table)<		892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)
5	Base pay increase for a group of employees in recognition of group performance/contributions		896	Group Inc	ZLM	Other Citation (Law, E.O., Reg).
6	Reduction in an employee's base rate of pay within a salary range based on unacceptable performance and/or conduct		897	Pay Reduct	ZLM	Other Citation (Law, E.O., Reg).

**Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C
(including General Schedule doctors and dentists with pay plan codes GP or GR who are receiving title 38 market pay) (continued)**

<i>R U L E</i>	<i>If Basis for Action is</i>	<i>And</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>
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	Other citation (Law, E.O., Reg.)
8	Other miscellaneous pay adjustment not covered by rules 1-7 above (See Note 1 >and 5< of this table)		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

NOTES:

1. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.
2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment. However, if a zero pay adjustment at the time of an increase in the pay range minimum causes an employee's rate of basic pay to fall below that range minimum, an 800 action must be processed to document the change to pay rate determinant code "T", consistent with rule 7 of Table 28-A in Chapter 28 >(refer to note 4 for guidance on documenting zero pay adjustments for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions).<
3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. (Also, see Note 4 below).
4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. >For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero pay adjustments meeting the requirement of 5 CFR 534.507(a)(2).<
- >5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.<