

U.S. OFFICE OF PERSONNEL MANAGEMENT OPERATING MANUAL UPDATE

Washington, DC 20415

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The Guide to Processing Personnel Actions

Update 72

***** NOTICE *****

This Guide and its Updates are available for viewing/printing on our web site (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions>). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. The effective date of guidance in this document is the date shown at the top of this page.

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	
3-15 thru 3-16	Update 71 January 10, 2016	3-15 thru 3-16	Delete reference in Section 3-1b to a form that is the responsibility of an OPM Program Office other than Data Management.
3-21 thru 3-22	Update 54 March 1, 2011	3-21 thru 3-22	Update guidance under section entitled “Documents for all new employees”.
4-1 thru 4-2	Update 47 December 23, 2007	4-1 thru 4-2	These pages are reissued for editorial purposes and there is no change in the guidance.
4-7 thru 4-8	Update 71 January 10, 2016	4-7 thru 4-8	Delete reference to Nature of Action 766/Ext of O/S Ltd Appt NTE in Section 6b(3) as it is not a valid code.
6-9 thru 6-10	Update 63 July 28, 2013	6-9 thru 6-10	1) Correct typographical error in Section 1-7g by changing the date from December 31, 1998 to December 31, 1988. 2) Update web link in Section 1-7h.
9-31 thru 9-32	Update 61 January 27, 2013	9-31 thru 9-32	Update text in the second column of Rule 5 in Table 9-F consistent with the revision to 5 CFR part 315.
10-47 thru 10-48	Update 63 July 28, 2013	10-47 thru 10-48	Add new rule 10 to Table 10-I instructing on when to use new remark B07.
10-55 thru 10-56	Update 63 July 28, 2013	10-55 thru 10-56	Delete extra lines in the second column between rules 62-64 in Table 10-I.
11-37 thru 11-41	Various	11-37 thru 11-41	1) Add new rule 86 to Table 11-C instructing on when to use new remark B07. 2) Add instruction to Figure 11-1 to use <i>The Guide to Data Standards</i> to translate legal authority codes.
13-1	Update 43 July 25, 2004	13-1	This page is reissued for editorial purposes and there is no change in the guidance.
13-15 thru 13-17	Various	13-15 thru 13-17	1) Add new Rule 19 to Table 13-C instructing on when to use new remark B07. 2) Add new Rule 2 to Table 13-D instructing on new remark B07 and, accordingly, renumbers the remaining rules in this table.

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-47 thru 14-48	Update 45 August 6, 2006	14-47 thru 14-48	Correct oversight in the translation for Remark K18 in Table 14-K, Rule 18, providing the full text of the remark.
14-51 thru 14-52	Update 71 January 10, 2016	14-51 thru 14-52	Correct oversight in the translation for Remark K18 in Table 14-L, Rule 15, providing the full text of the remark.
21-11	Update 29 December 31, 1998	21-11	This page is reissued for editorial purposes and there is no change in the guidance.
24-5 thru 24-7	Various	24-5 thru 24-8	1) Update guidance in the second column of Table 24-A, Rules 5 and 6. 2) Insert new page 8. Add new rule 6 to Table 24-B instructing on when to document a Change in Hours that is subject to 5 CFR 890.102 (j)-(k) and establishes new legal authority VXP/5 CFR 890.102 (j)-(k).
24-9 thru 24-10	Update 44 December 26, 2004	24-9 thru 24-10	Add new rule 6 to Table 24-C instructing on when to document a Change in Hours action which is subject to 5 CFR 890.102 (j)-(k) and instruct on when to use new Remark B08.
35-1 thru 35-4	Update 53 September 12, 2010	35-1 thru 35-4	1) Update the definition for the term “Career Appointment” consistent with the revision to 5 CFR part 315. 2) Pages 35-3 and 35-4 are reissued for editorial purposes and there is no change in the guidance.
35-13 thru 35-16	Update 67 November 6, 2014	35-13 thru 35-16	Add reference that the term “Substantially Continuous Service” is deleted from this Guide.

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Subchapter 3. Electronic Forms and Signatures

3-1. Approvals to Use Electronic Personnel Forms

a. Definitions. An “electronic form” is an officially prescribed set of data residing in an electronic medium that can be used to produce a mirror-like image or as near to a mirror-like image as the creation software will allow of the officially prescribed form or be purely prescribed fields for collecting the data that can be integrated, managed, processed, and/or transmitted through an organization’s information processing systems.

(1) “Form” and “electronic personnel form” mean only personnel-related forms.

(2) “Electronic form” includes both forms that are part of an automated transaction and forms where the image/data elements reside on a computer.

b. Using automated technology to create an electronic personnel form.

Pursuant to Title 41, Code of Federal Regulations, Part 102-194, the General Services Administration (GSA) authorizes agencies to create electronic personnel forms without obtaining prior approval from GSA or the Office of Personnel Management *provided* the electronic reproduction is complete (contains all instructions and questions); the wording and punctuation of all items, instructions, and identifying information match the current official form; and the sequence and format for each item on the form must be reproduced to the highest degree possible. Additions or deletions of data from the

current form require prior approval. Send requests for approval through your agency’s Standard and Optional Forms Liaison to:

**Manager, Information Management
Office of the Chief Information
Officer
U.S. Office of Personnel Management
1900 E Street, N.W.
Washington, DC 20415-7900**

The Office of Personnel Management’s Manager, Data Management, Office of the Chief Information Officer is the program official responsible for:

- Standard Form 50, Notification of Personnel Action;
- Standard Form 52, Request for Personnel Action;
- ***
- Standard Form 75, Request for Preliminary Employment Data; and
- Standard Form 144, Statement of Prior Federal Service.

Exception requests should include a sample copy of the form. Each request should also describe how the criteria and procedures in the remainder of this chapter will be met.

c. Approval to use electronic forms does not automatically include approval to destroy any paper records that are created. Destruction of source paper records that are converted to electronic media in advance of

the disposition schedules in National Archives and Records Administration General Records Schedule #1, Civilian Personnel Records, must be approved by the Office of Personnel Management and the National Archives and Records Administration prior to actual destruction. Destruction of electronic records covered by Office of Personnel Management authorities must be in accordance with General Records Schedule #1; or by specific agreement with the Office of Personnel Management. The National Archives and Records Administration is the final authority on records disposition schedules. Assistance in interpreting General Records Schedule #1, or in developing record disposition schedules for civilian personnel records not currently covered by a General Records Schedule, may be arranged by contacting:

**Manager, Information Management
Office of the Chief Information Officer
U.S. Office of Personnel Management
1900 E Street, NW.
Washington, DC 20415-6000.**

3-2. Criteria for Use of Electronic Forms.

a. An agency that stores Official Personnel Folder, Employee Medical Folder, or Employee Performance File forms electronically must store them in such a way that, when a paper copy is needed, that copy looks essentially like the original approved Office of Personnel Management, standard, or agency form.

(1) The electronic reproduction must be complete, containing all instructions and questions that appear on the approved form. The wording and punctuation of all items and instructions must be exactly the same as the current version of the form, and the

sequence, format and spacing of each item on the form must be reproduced to the highest degree possible. For multi-page forms, each item must print on the same page in approximately the same location as on the original form, but each page may be printed on a separate sheet. The reproduced copy must be printed in black ink on letter size white paper.

(2) The agency must be able to produce a paper copy, regardless of the date on which it was originally prepared, when:

(a) an employee requests a copy of one or more records in his or her Official Personnel Folder, Employee Medical Folder, or Employee Performance Folder; or

(b) an employee separates from Federal service or moves to an agency that does not use electronic forms; or

(c) the Office of Personnel Management requests a copy for evaluation or other purposes.

(3) Electronic versions of Office of Personnel Management-controlled forms (for example, the Standard Form 50 and Standard Form 52) must use only the data element coding contained in [The Guide to Data Standards](#).

b. There must be strict controls on who may originate a document electronically, who may cancel or change it, and who has access to it.

c. The agency must certify that all National Archives and Records Administration disposition schedules are/will continue to be met by the electronic forms system.

d. Since automated media have vulnerabilities to inadvertent destruction not applicable to paper records, the agency must have a system (processable media or paper) to produce back-up records. The Office of

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

>Though some of the information collected on some of the forms is voluntarily submitted, employees are requested to complete the following forms:<

- **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.

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the codes published in [The Guide to Data Standards](#) and in this **Guide** may be used. If an action requires more than two authorities, continue in “Remarks” section. Always list authorities in the sequence in which they appear in the instructions in this **Guide**.

(3) When an action must be corrected, follow the instructions in Chapter 32. An agency *may not* “x” out or use pencil, pen and ink, “white-out,” or erasures to correct Standard Form 50 data that is required by or reported to the Office of Personnel Management. Pen and ink corrections may be made only to correct Standard Form 50 information that is *not* required by or reported to the Office of Personnel Management.

(4) Distribute completed copies of the forms according to your agency’s instructions.

5. Exceptions to the Standard Form 50 and the Standard Form 52.

Code of Federal Regulations, Part 102-194 “Standard and Optional Forms Management Program” requires agencies to obtain approval before using any forms other than the Standard Form 52 to request and approve actions and any forms other than the Standard Form 50 to document personnel actions. Requests must be prepared in accordance with the Office of Personnel Management instructions. Send requests for approval through your agency’s Standard and Optional Forms Liaison to the Office of Personnel Management for transmittal to the General Services Administration. Address them to:

MANAGER, INFORMATION
MANAGEMENT
OFFICE OF THE CHIEF INFORMATION
OFFICER
U.S. OFFICE OF PERSONNEL
MANAGEMENT
1900 E STREET, N.W.
WASHINGTON, DC 20415-7900.

Requests for exception should not be sent directly to the General Services Administration. Additions to or deletions of data from the current Standard Form 52 or Standard Form 50, as well as changes in sequence or format of data *must be approved in advance*. Use of other than white letter-size paper for the Standard Form 50, and use of other than blue or white letter-size paper for the Standard Form 52, *must be approved in advance*.

6. List Form of Notice.

a. **Use of list form.** When a large number of employees are being affected by the same personnel actions, the agency may find it easier and more economical to record the actions on a list form of notice rather than preparing individual Notifications of Personnel Action. A listing may be used only when:

- (1) the personnel action for a group of employees occurs on the same effective date; *AND*
- (2) no change occurs in the type of the employee's appointment, or in the employee's position, grade, or pay; *AND*
- (3) the same authority is used for the action taken on each employee.

b. Actions for which a listing may be used:

- (1) Mass Transfer;
- (2) 352 Termination—Appt in (agency)—only when separation is due to mass transfer; and
- (3) **Changes.** The following actions may be documented by listings *only when the conditions in section 6a are present:*
 - 280 Placement in Pay Status—*only for seasonal employees* when the work season begins.,
 - 430 Placement in Nonpay Status—*only for seasonal employees* when the work season ends,
 - 471 Furlough,
 - 472 Furlough NTE,
 - 760 Ext of Appt NTE,
 - 765 Ext of Term Appt NTE,
 - ***
 - 781 Chg in Work Schedule,
 - 790 Realignment,
 - 792 Chg in Duty Station,
 - 800 Chg in Data Element, and
 - 883 Chg in Vet Pref - RIF

c. Format. Prepare lists on white, letter-size paper, following the instructions in job aid, **Instructions for Preparing a List Form of Notice**. Job aid, **Sample List Form of Notice**, shows how a list form of notice might be prepared.

d. Privacy Act Requirements. (1) Distribution of lists with personal information (for example, dates of birth, social security numbers, and agency payroll or employee numbers) violates the Privacy Act of 1974. Therefore, the employee and Official Personnel Folder copies of lists must be “sanitized” to remove personal information about *other* employees.

(2) To delete personal information from the employee and Official Personnel Folder copies of a list, you may computer-generate copies without such data *or* you may block out the personal data from a copy of the complete list and reproduce all the employee and Official Personnel Folder copies from this “sanitized” copy. You may also make separate “sanitized” employee and Official Personnel Folder copies for each employee. To do so, temporarily block out the personal information about all but one individual and reproduce employee and Official Personnel Folder copies for that individual; then do the same for each employee on the list.

e. Distribution. Give a copy of the “sanitized” list to the employee and file a copy in his or her Official Personnel Folder. Follow your agency’s instructions to distribute any other copies.

7. Notifying Employees of Personnel Actions.

Agencies must notify employees of personnel actions taken on them. This applies to all personnel actions as defined in this **Guide**. The method used depends on the action.

a. Standard Form 50. The Standard Form 50 is the required form of employee notification for accessions, conversions, and separations (natures of action in the 100s, 500s, and 300s) and for corrections and cancellations of those actions. The only exception is the use of a list form of notice for mass transfers (see section 6).

Additionally, section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 20, 2004), permits a newly appointed or reappointed employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable towards determining the SCD-Leave. Such service is described in “h” below.

b. National Guard Technician

Service. This has been Federal service since January 1, 1969. All those who have served in a National Guard Technician position since January 1, 1969, receive credit for all their service, including any pre-1969 service. Specific legislation granted limited credit for those who had only pre-1969 National Guard Technician service. This service can be verified by contacting the Adjutant General’s office for the State National Guard unit with which the individual served.

c. Nonappropriated Fund

Employment (NAF). Section 6312(a)(2) of title 5, United States Code, as amended by section 7202 of the Portability of Benefits for Nonappropriated Fund Employees Act of 1990 (Public Law 101-508 dated November 5, 1990) authorizes credit for leave accrual purposes for NAF service of employees who move on or after January 1, 1987, from Department of Defense NAF employment to Department of Defense civil service employment, or from Coast Guard NAF employment to Coast Guard civil service employment without a break in service of more than three calendar days. Once credited, this service remains creditable during any subsequent period of

civil service employment. Periods of NAF employment under retained civil service retirement coverage are creditable for leave accrual. Other NAF service performed between 1952 and 1966 may also be creditable (Public Law 99-638). For information on this service, refer to Chapter 20 of [The CSRS and FERS Handbook](#). Documents to verify NAF employment are in the NAF personnel folder. Request the folder by following instructions in [The Guide to Personnel Recordkeeping](#).

d. VISTA Volunteer Service. Service performed on and after October 1, 1973, is creditable if the person was enrolled as a volunteer for a period of at least one year. The volunteer did not have to complete the enrollment but the enrollment had to be for a period of a year or more. The Corporation for National Service verifies VISTA volunteer service. The verification should include the date of enrollment, length of enrollment period, date of assignment to service, and date of termination of training or service. This information is available from: AMERICORPS*VISTA, 1201 New York Ave, NW., Room 9214C, Washington, DC 20525.

e. Peace Corps Volunteer Service. Satisfactory volunteer service with the Peace Corps is creditable. The training prior to enrolling as a volunteer is not creditable; only actual volunteer time is creditable. Verification of satisfactory volunteer Peace Corps service is available from: Volunteer Staff & Payroll Services, The Peace Corps, Washington, DC 20526.

f. Agricultural Stabilization and Conservation Service County Committee

Service. Section 6312 of title 5, United States Code, allows credit for service as an employee of an Agricultural Stabilization and Conservation Service county committee. Verification of such service should be available from: Director, Office of Personnel, U.S. Department of Agriculture, Washington, DC 20250.

g. Certain Government Service Performed Abroad. Section 321 of Pub. Law 107-228, the Foreign Relations Authorization Act, Fiscal Year 2003, grants credit for certain government service performed abroad and refers specifically to service that was performed: after December 31, >1988,< and before May 24, 1998; under a temporary appointment pursuant to sections 309 and 311 of the Foreign Service Act of 1980; at a U.S. diplomatic mission, consular post (other than a consular agency), or other Foreign Service post abroad; by an individual who satisfied all eligibility requirements under regulations of the Department of State (as in effect on September 30, 2002) for a family member limited non-career appointment at the time the service was performed. (If an individual who performed such service was not employed by the Department of State while performing the service, the individual shall be treated as if he or she were employed by the Department of State for purposes of this definition.)

h. Prior non-Federal Service or Active Duty Uniformed Service that otherwise would not be creditable. Section 6303(e) of title 5, United States Code, as amended by section 202(a) of the Federal Workforce Flexibility Act of 2004 (Pub. Law 108-411 dated October 30, 2004), permits a newly appointed or reappointed

employee to receive credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable. Credit granted under this provision can only be applied upon appointment or reappointment (following a break in service of at least 90 calendar days from the last period of Federal civilian employment) to a position on or after April 28, 2005. An employee has no entitlement to such credit. The head of the agency or designee must determine that the skills and experience the employee possess were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which appointed and are necessary to achieve an important agency mission or performance goal, determine what constitutes acceptable written documentation for non-Federal service (an employee must provide written documentation from the uniformed services to receive credit for honorable active duty uniformed service), and approve such prior to the effective date of the employee's entry on duty. The amount of service credit that may be granted is at the sole and exclusive discretion of the head of the agency or designee; however, the amount of service credited may not exceed the actual amount of service during which duties directly related to the position for which being appointed were performed. Document such service credit on the SF-144A or an agency equivalent form used in lieu of the SF-144A. Such credit is granted in terms of years and months, and the exact number of years and months of credit granted is recorded in Part I, Column B, of the SF-144A. See Table 6-1 for appropriate remarks.
>(https://www.chcoc.gov/sites/default/files/tans607.pdf).<

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service

<i>Rule</i>	<i>If the Selection 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 below)</i>
1	Service under noncompetitive special tenure appointment effected under 5 CFR 316.601 ("rare bird" type)	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LPM	Reg. 315.702
2			Career-Conditional	501	Conv to Career-Cond Appt		
3	Completion, by a disabled veteran, of a training course under chapter 31 of title 38, U.S.C.		Career	500	Conv to Career Appt	LBM	Reg. 315.604
4			Career-Conditional	501	Conv to Career-Cond Appt		
5	Employee completing at least three years of >total creditable< service under an indefinite appointment, or as a status quo employee		Career	500	Conv to Career Appt	LWM	Reg. 315.704
6	Conversion of the temporary appointment of a disabled veteran who has a compensable service-connected disability of 30 percent or more					LZM	Reg. 315.707
7			Career- Conditional	501	Conv to Career-Cond Appt		

Table 9-F. Appointment Based on Service in a Nonstatus Appointment in the Competitive Service (continued)

<i>Rule</i>	<i>If the Selection 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 below)</i>
8	Conversion of an Intern serving on a term appointment under Reg. 362.107(a) – (See Note 2)	Is not on agency rolls	Career-Conditional	101	Career-Cond Appt	LAE	Reg. 362.107(b) - Intern
9			Career	100	Career Appt		
10		Is already on the rolls of your agency	Career-Conditional	501	Conv to Career-Cond Appt		
11			Career	500	Conv to Career Appt		
12	Conversion of a Recent Graduate serving on a term appointment under Reg. 362.107(a) – (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAG	Reg. 362.107(b) - RG
13			Career	500	Career Appt		
14	Conversion of Fellow serving on a term appointment under Reg. 362.107(a) – (See Note 2)		Career-Conditional	501	Career-Cond Appt	LAH	Reg. 362.107(b) - PMF
15			Career	500	Career Appt		
16	Reserved						
17	Reserved						

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. A Pathways Participant who is noncompetitively converted to a competitive service term appointment may be subsequently converted noncompetitively to a permanent competitive service position before the term appointment expires.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
1	Employee was required to complete a 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			K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
5	Appointment requires employee to complete a trial period subject to either Reg. 316.304 or Reg. 301.204	Employee has already completed that trial period	E03	Trial period completed.
6		Employee has not completed trial period	E19	Appointment is subject to completion of 1-year trial period beginning (date).
7	Action is a 190/Provisional Appt NTE or a 590/Conv to Provisional Appt NTE		E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal, qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
8	Action is a 115/Appt NTE or 515/Conv to Appt NTE		M06 and A21	Reason for temporary appointment: (state reason). Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
9	Certificate issued from a civil service register maintained by an agency with a delegation of competitive examining authority from OPM or special examining unit authorized by OPM		K15	Selected from Cert (enter #) under Delegated Examining; (enter name of installation issuing certificate).
10	> Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days.<
11	Reserved			
12	Employee qualified for a position under a training agreement under which he or she is placed directly into target occupation without first meeting qualification standards		E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		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.
64			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 5 of this table)

Table 10-I. Remarks to be Shown on the Standard Form 50 (See Note 1 of this table) (Continued)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
65	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 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)
66	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that otherwise 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.
67	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that otherwise 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. Use this remark in addition to those required by Rules 30-32.
4. Reserved.
5. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.
6. 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.

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

<i>Rule</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>Rule</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
85	Reserved			
86	> Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days	B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days. <
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. The first character of the code must be either Y or Z and the agency's remark should address the duration of the trial period. Further guidance on establishing remarks internal to an agency is in Chapter 1, Section 1-4c(2) of this Guide.
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.
12. Employees are placed in Tenure Group 0.

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

For appointments under	Use Legal Authority Code: >(See <i>The Guide to Data Standards</i> for translations)<
Sch A, 213.3102(a)	WAM
213.3102(c)	WCM
213.3102(d)	WDM
213.3102(e)	WEM
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
- Intellectual Disability	WTA
- Psychiatric Disability	WTB
213.3102(x)	WXM

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

For appointments under		Use Legal Authority Code: >(See <i>The Guide to Data Standards</i> for translations)<
Sch A,	213.3102(z)	WZM
	213.3102(aa)	XAM
	213.3102(bb)	XBM
	213.3102(ff)	XFM
	213.3102(ll)	XXM
	213.31xx - Agency unique Sch A authority	XZM
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
	213.3302(a) Temp. transitional Sch C	Y9K
	Authority other than Sch C, 213.33xx, (i.e., Law or E.O. which establishes a Sch C Position)	Y8M
Sch D,	213.3402(a) Intern Program	YEA
	213.3402(b) Recent Graduates Program	YEB
	213.3402(c) Presidential Management Fellows Program	YEC

** 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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Chapter 13. Senior Executive Service (SES)
(Natures of Action 142, 143, 145, 146, 147, 148, 149, 190, 542, 543, 546, 548,
549, 590, and 762)

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Table 13-C. Remarks Required in Special Situations
(Use Table 13-D to translate codes into actual remarks) (See Note 1) (Continued)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>And the Employee</i>	<i>Then Codes for Remarks are (See Note for this table)</i>
16	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
17				P10 (see Note 3)
18				P90 (see Note 2)
>19	Appointment is for a temporary, seasonal, or intermittent employee	Employee is expected to work a schedule of less than 130 hours in a calendar month or is expected to work at least 130 hours in a calendar month for less than 90 days		B07<

NOTES:

1. In addition to other required remarks, use Remark E23 if employee is a preference eligible.
2. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.
3. 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.

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

<i>Rule</i>	<i>If Code is</i>	<i>Then Remark is</i>
1	A17	As a reemployed annuitant, you serve at the will of the appointing officer.
2	>B07	Ineligible for health benefits if you are a temporary, seasonal, or intermittent employee who is expected to work a schedule of less than 130 hours in a calendar month or you are expected to work at least 130 hours in a calendar month but for less than 90 days. <
>3<	B60	Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF 3109 provided to employee.
>4<	B63	Elected to retain coverage under a retirement system for NAF employees.
>5<	E01	Appointment is indefinite.
>6<	E23	Veterans' preference is not applicable to the Senior Executive Service.
>7<	E24	Probationary period for SES position is not required.
>8<	E25	Subject to satisfactory completion of 1-year SES probationary period beginning (date).
>9<	E51	Employee has guaranteed placement rights during probation
>10<	E58	Appointment is on a provisional basis. You are eligible for retirement coverage and for health benefits and life insurance. If your performance is satisfactory, and you meet all legal qualifications, and other applicable requirements, you may be converted to a nontemporary appointment before this appointment expires.
>11<	M01	Appointment affidavit executed (date).
>12<	M10	OPF maintained by (name and address of office).
>13<	M20	Action at employee's request.
>14<	M38	Frozen Service: (enter yrs and mos, e.g., "20 yrs, 5 mos").

Table 13-D. Codes and Remarks for Senior Executive Service (SES) Actions

<i>Rule</i>	<i>If Code is</i>	<i>Then Remark is</i>
>15<	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, when there is no prior military service, enter "none;" otherwise, follow the instructions in Chapter 6 to calculate years and months of service.]
>16<	M40	Previous Retirement coverage: (enter "never covered" or "previously covered") ["Previously covered" indicates that employee was previously covered by the CSRS or the FERS.]
>17<	M45	Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE.
>18<	M46	Employee is covered by FERS because of previous election.
>19<	M97	Employee subject to post-employment restrictions under 18 USC 207(c).
>20<	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
>21<	P10	Annuity at present is \$ pa. (See Note 2 of this table)
>22<	P48	Salary may not be reduced below salary earned immediately prior to SES conversion with any future involuntary action while continuously employed.
>23<	P83	The pay rate of an employee occupying a position subject to the pay freeze for certain senior political officials shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
>24<	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 3 of this table)
>25<	T55	Tenure as used for 5 U.S.C. 3502 is not applicable to the Senior Executive Service.

NOTES:

1. Remark E23 is used only when employee is a preference eligible.
2. 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.
3. When the employee submits the notice of annuity adjustment, follow your agency's procedures to forward it to the payroll office.

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Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable)

<i>Rule</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
1	Has been employed on an intermittent basis	Will now be on a full-time or part-time work schedule	G30
2	Elected not to enroll in a health benefits plan	Is now moving under jurisdiction of a different payroll office	B02
3	Cancelled health benefits enrollment		B01
4	Is occupying a successor position in the competitive service	The grade or series of the position is being changed by reclassification of substantially the same duties	K19
5	Is entitled to a retained (or saved) rate of pay	Under an authority other than 5 CFR part 536	P17
6	Has had retained (or saved) rate of pay	The action will terminate retained (or saved) rate of pay	X42
7	Is being promoted	Action results in termination of grade retention entitlement	X36
8		Will have salary set on the basis of a higher rate earned previously	P01
9	Is being returned to the permanent position after a temporary promotion	While on temporary promotion completed requirements for WGI at the grade of the permanent position	P19
10	Is being placed in a General Schedule position where employee will supervise higher paid employees under another pay system	Employee's rate of pay is being adjusted so employee will be paid at a higher rate than the employees supervised	P72
11	Qualifies for the position based on a training agreement	The action places the employee directly into the target occupation	E56

Table 14-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)

<i>Rule</i>	<i>If the Employee</i>	<i>And</i>	<i>Then Code For Remark Is (See Note at the end of this table)</i>
12	Has satisfactorily completed training under an agreement that placed employee directly into the target occupation		E37
13	Is changing position title, series, or grade	Change is a result of a position survey	K27
14		Change is a result of a change in classification standards	K23
15	Requests a reassignment to a position with less promotion potential or requests a change to lower grade, level or band		M20
16	Is being repromoted to a grade not above that from which downgraded	The downgrade was not from personal cause or at the employee's request	K17
17	Is in the excepted service	Has been selected for the position under an agency merit promotion or merit staffing program	K12
18	Was selected for reassignment without regard to agency's merit staffing and merit promotion requirements	Position for which selected is at the full performance level >or band< (i.e., position is not at a grade below the target grade of an established career ladder or training program and/or otherwise being filled at a grade below the full performance level grade of the position)	K18
19	Is in the competitive service	Position to which employee is being assigned has promotion potential	K20
20	Has been serving on a Promotion NTE		K16
21	Has been serving on a Position Change NTE		K50

Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)

<i>Rule</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
1	B01	Cancelled health benefits.
2	B02	Elected not to enroll for health benefits.
3	E37	Satisfactorily completed training prescribed under training agreement. Meets basic qualifications for other positions in this series.
4	E44	Probationary period for supervisory (or managerial) position not required.
5	E45	Probationary period for supervisory (or managerial) position completed.
6	E46	Subject to completion of (enter period) probationary period for assignment to supervisory (or managerial) position beginning (date).
7	E56	Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training.
8	G30	Intermittent employment totaled (number) hours in pay status from (date) to (date).
9	K01	Qualification requirements modified because of general OPM amendment.
10	K02	Qualifications waived per Reg. 351.703.
11	K12	Selected from (cite the number of the agency's merit promotion certificate or list of eligibles) dated (date).
12	K13	Removes temporary limitation placed on the last action.
13	K16	From Promotion NTE (date).
14	K17	Repromotion to grade, level or band not above that from which downgraded without personal cause and not at employee's request.
15	K18	Position is at the full performance level >or band<.
16	K19	Successor position—employee retained in competitive service.

**Table 14-L. Codes and Corresponding Remarks (Promotion; Change-to-Lower Grade, Level or Band; and Position Change)
(Continued)**

<i>Rule</i>	<i>If Code Is</i>	<i>Then The Remark Is</i>
17	K20	Full performance level of employee's position is (enter pay plan and grade, level or band).
18	K23	Result of change in classification standards.
19	K26	Result of additional duties and responsibilities.
20	K27	Result of position review.
21	K43	Result of failure to satisfactorily complete probationary period for a supervisory (or managerial) position.
22	K46	Detailed to (enter name of State or local government or educational institution) under the Intergovernmental Personnel Act (IPA)
23	K50	From Position Change NTE (date).
24	K60	Action is in lieu of RIF separation of employee retained under temporary exception.
25	M20	Action at employee's request.
26	P01	Previously employed at (pay plan; grade, level or band; rate).
27	P05	Special rate under 5 U.S.C. 5305.
28	P17	Entitled to retained (or saved) rate of pay until (date); otherwise pay would be (pay plan; grade, level or band; and step if applicable).
29	P19	Salary includes WGI for which employee became eligible on (date).
30	P72	Salary in block 20 includes supervisory differential of \$_____.
31	P81	Salary in block 20 includes AUO of \$_____.
32	P83	The pay rate of an employee occupying a position subject to >the pay freeze for certain senior political officials< shall be based on the rate of pay and applicable pay limitations in effect on December 31, 2013.
33	P99	Salary in block 20 includes availability pay of \$_____.

Table 21. Documenting Realignments and Mass Transfers

<i>R U L E</i>	<i>If</i>	<i>And employee is</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remark Code is</i>	<i>Remark is</i>
1	The agency changes	Serving on a Senior Executive Service Career Appointment	132	Mass Transfer	V6M	5 U.S.C. 3395 (a)(1)(b)		
2		Serving an appointment not described in Rule 1			ZLM	(Enter Law, Executive Order, Presidential Reorganization Plan, etc., that authorized the action.)		
3	The agency does not change	Serving on a Promotion NTE (date)	790	Realignment	UNM	(Cite the agency letter, memo, directive, or order that authorized the action.)	M23	Continues 703 Promotion NTE (date).
4		Serving on a Position Change NTE (date)					M24	Continues 741 Psn Change NTE (date).
5		Rules 3 and 4 do not apply						

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Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Process the Change in Work Schedule action, showing the new work schedule in block 32 of the Standard Form 52/50.	If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.
2	Work schedule changes from intermittent to full-time or part-time		Process a Change in Work Schedule action. Enter “781/Chg in Work Schedule” and “VXM/5 U.S.C. 6101” in blocks 5A-5D. Enter the new work schedule code in block 32.	Enter the new service computation date in block 31 and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.
3	Work schedule changes from full-time to part-time or intermittent or from part-time to intermittent or full-time (see Note to this table)	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action blocks 5A-5F. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	Enter the new work schedule code in block 32 of Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.

Table 24-A. Actions Required to Document Change in Work Schedule and Change in Hours (continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
4	Work schedule changes from intermittent to full-time or part-time	Another action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the other action in blocks 5A-5D. Document the work schedule change in blocks 6A-6D, or on a separate Standard Form 50.	Enter new service computation date in block 31, the new work schedule code in block 32, and Remark B31 in Part F of the Standard Form 52 or block 45 of the Standard Form 50. If the new work schedule code is P, Q, S, or T, enter in block 33 the total hours employee will work per bi-weekly pay period.
5	There is a change in the number of hours per week that an employee *** is scheduled to work		Enter the nature of action and authority for the other action in blocks 5A-5F. Document the change in hours in blocks 6A-6D or on a separate Standard Form 50.	Enter in block 33 the total hours employee will work per bi-weekly pay period.
6		No other action (such as a return to duty, a conversion, or a reassignment) is effective on the same date	Enter the nature of action and authority for the Change in Hours in blocks 5A-5D of the Standard Form 52	

NOTE: Check [The Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices](#) to determine if the intermittent employee, who is expected to return to a full-time or a part-time schedule, loses the Federal Employees Group Life Insurance coverage. If so, follow instructions in Chapter 22 of this **Guide** to process a "Chg in FEGLI" action and to document employee's entitlement to convert to an individual policy (nongroup contract).

Table 24-B. Documenting Change in Work Schedule and Change in Hours

<i>R U L E</i>	<i>If</i>	<i>And the</i>	<i>And the</i>	<i>And the action</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>
1	Employee changes to a work schedule identified by a different work schedule code	Total number of work hours is reduced	Change is at the employee's request		781	Chg in Work Schedule	VXM	5 U.S.C 6101
2			Change is NOT requested by the employee	Is a management-initiated change in work schedule from full-time to other than full-time in lieu of RIF separation			RAH	Reg. 351.704(a)(2)
3				Does not meet the action described in Rule 2 above			VXM	5 U.S.C. 6101
4			Total number of work hours increases or remains the same					
5	The employee's work schedule is part-time (code "P," "Q," "S," or "T.")	Total number of work hours changes			782	Chg in Hours		

Table 24-B. Documenting Change in Work Schedule and Change in Hours

<i>R U L E</i>	<i>If</i>	<i>And the</i>	<i>And the</i>	<i>And the action</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Authorit y Code is</i>	<i>Authority is</i>
>6	The employee's work schedule is less than 130 hours in a calendar month or the employee is expected to work at least 130 hours in a calendar month but for less than 90 days.	Total number of work hours changes and the employee is expected to work at least 130 hours in a calendar month for at least 90 days.	Appointment is temporary, seasonal, or the employee has an intermittent work schedule	Means the employee is eligible for health benefits	782	Chg in Hours	VXP	5 CFR 890.102 (j)-(k)<

Table 24-C. Remarks

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
1	Work schedule is changed from intermittent		B31	Change SCD from (date) to reflect (number) hours worked under intermittent work schedule. (see Notes 1 and 2 of this table)
2		Employee is eligible to earn a within-grade increase (WGI)	P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date). (see Note 1 of this table)
3		Employee is serving a probationary or trial period	E06	Date for completion of probationary (or trial) period has been adjusted to reflect credit for service on intermittent work schedule. Estimated completion date is (date). (see Note 1 of this table)
4		Employee is serving on a career-conditional appointment	T05	Date for conversion to career tenure has been adjusted to reflect credit for service on intermittent work schedule. Estimated conversion date is (date). (see Note 1 of this table)
5	Work schedule is changed to part-time	Is employed by the Bureau of the Census as a part-time field interviewer, or is employed by the Bureau of Labor Statistics as an economic assistant	M85	You are scheduled to work a minimum of (number) hours per week; additional hours may be scheduled when needed to complete assignments.

Table 24-C. Remarks (continued)

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	> The expectation for total number of hours employee is scheduled to work increases to at least 130 hours in a calendar month and employee is expected to work at least 90 days <i>or</i> the total number of hours an employee actually works increases to at least 130 hours in a calendar month and employee works for at least 90 days	Employee is temporary, seasonal, or intermittent	B08	Eligible for health benefits.<
7	Work schedule is changed to part-time	Employee is covered by the Federal Employee's Part-time Career Employment Act and has health benefits coverage (see 5 CFR part 340)	B45 and B43	You may change your health benefits enrollment within 60 days after the effective date of this action. Government share of premium for health benefits coverage will be reduced because you are working part-time. You will have to pay the employee share of the premium plus the difference between what the Government pays for your enrollment and the amount the Government pays for a full-time employee.
8		Employee has life insurance	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.
9	Total number of hours employee is scheduled to work decreases	Change in work schedule or hours is at employee's request	M20	Action at employee's request.

NOTES:

1. If this information is not available when Standard Form 50 is issued, issue a correction action later when the information is available.
2. 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 SCD 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.

Chapter 35. Glossary of Terms Used in Processing Personnel Actions

(Citations in parentheses refer to laws, regulations, or publications where more information can be found.)

ABANDONMENT OF POSITION—When an employee fails to report for duty and does not submit a resignation.

ABSENCE WITHOUT LEAVE (AWOL)—Is a non-pay status that covers an absence from duty which has not been approved.

ABSENT - UNIFORMED SERVICE—Employee is absent (whether in pay or nonpay status) to perform duty with the uniformed services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA – 38 U.S.C. chapter 43).

ACCESSION—A personnel action that results in the addition of an employee to the rolls (staff) of an agency. (See APPOINTMENT)

ACTIVE DUTY OR ACTIVE MILITARY DUTY (Creditable Service for Leave Accrual and Reduction in Force Purposes Only)—Means full-time duty with military pay and allowances in the Armed Forces. Active duty does include “annual” active duty for training, but excludes weekend Reserve meetings.

ADJUSTED BASIC PAY is the rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under 5 CFR part 531, subpart F, and any special rate supplement under 5 CFR part 530, subpart C.

ADVERSE ACTION—A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay. (5 U.S.C. chapter 75 and 5 CFR part 752)

AGENCY [as used in this Guide]—Any department or independent establishment of the Federal Government, including a Government-owned or controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service. Examples: Department of Transportation, Small Business Administration, Federal Trade Commission. Note: The Departments of Army, Navy, and Air Force are considered to be individual agencies for the purposes of this Guide; all organizations within the Department of Defense which have agency codes that begin with “DD” (e.g., DD04) are considered as one agency.

ANNUITANT—[As used in this Guide] a person who receives an annuity.

ANNUITY—The annual sum payable to a former employee who has retired.

APPLICANT—A person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.

APPLICATION FORMS—Forms and resumes that show an applicant's qualifications for employment in a Federal position.

APPOINTEE—A person being hired for a position in an agency.

APPOINTING OFFICER—A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT—Any personnel action that brings an individual onto the rolls (staff) of an agency. (See ACCESSION.)

ARMED FORCES—*The Army, Navy, Air Force, Marine Corps and Coast Guard.*

AUO —(Administratively Uncontrolled Overtime) is an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that required on an irregular basis. (5 CFR 550.151)

AUTHORITY SUFFIX—See LEGAL AUTHORITY SUFFIX

AVAILABILITY PAY—A special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of uncheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

BREAK IN SERVICE—The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and reduction in force retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)

“CA” APPOINTMENTS—Canal Area appointments that are made under the Panama Canal Employment System. (35 CFR part 253)

CAO (CHANGE OF APPOINTING OFFICE)—Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records. Prior to 1/1/82, such moves were sometimes identified on personnel actions with the abbreviation “CAO” following the nature of action.

CAREER APPOINTMENT—Competitive service permanent appointment given to an employee who has completed >at least three years of total creditable service< (5 CFR part 315)

CERTIFICATE—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration. (5 CFR part 332)

CERTIFICATION—The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

CHANGE TO LOWER GRADE (also called “Demotion” and “Reduction in Grade”)—Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

CIVILIAN POSITION—A civilian office or position (including a temporary or part-time or intermittent position), appointive or elective, in the legislative, executive, or judicial branch of the Federal Government (including each corporation owned or controlled by the Federal Government and including nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces) or in the Government of the District of Columbia.

CIVILIAN RETIREE—A person who has retired from Federal Government civilian employment under any Federal Government-administered retirement system. The social security system (FICA) is not a retirement system for purposes of this definition.

CIVIL SERVICE RETIREE—A person retired under the Civil Service Retirement System (CSRS).

CLASS OR CLASS OF POSITIONS—All positions that are sufficiently similar in (1) kind or subject matter of work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration. (5 U.S.C. chapter 51)

CLASSIFY—To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

COMMISSION (Abbreviated as CSC)—The U.S. Civil Service Commission – now the U.S. Office of Personnel Management.

COMPENSATION—money paid by the Department of Veterans Affairs for service-connected disability of 10 percent or more.

COMPETITIVE AREA—For reduction in force, that part of an agency within which employees are in competition for retention. Generally it is restricted by what is considered a “local commuting area.” (5 CFR 351.402)

COMPETITIVE LEVEL—A competitive level for reduction in force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity. (5 CFR 351.403)

COMPETITIVE POSITION—A position in the competitive service.

COMPETITIVE SERVICE—All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

COMPETITIVE STATUS—Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations. (5 CFR 212.301)

CONSULTANT—One who serves in an advisory capacity to an officer or instrumentality of the government. (5 U.S.C. 3109)

CONSULTANT POSITION—A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

CONTINUANCE—The personnel action used to document that an employee has received a waiver from mandatory retirement or the extension of the not-to-exceed date of a previous waiver.

CONTINUED RATE OF PAY—The rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

CONVERSION—The changing of an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

COOPERATIVE EDUCATION PROGRAM (CO-OP PROGRAM OR WORK STUDY PROGRAM)—Program under which a student alternates periods of education and Federal employment under terms of an agreement between his or her school and a government agency. Agreements may provide for the student's permanent employment in the agency upon satisfactory completion of the education and work assignments required by the agreement. [The CO-OP Program was eliminated in December 1994 with the establishment of the Student Educational Employment Program, 5 CFR 213.3202(a)]

CREDITABLE MILITARY SERVICE—The total number of years and months of military service that is creditable for annual leave accrual purposes.

CREDITABLE SERVICE—Federal Government employment (civilian or uniformed service) that meets requirements for a particular type of appointment or benefit, such as leave accrual or reduction in force retention.

CZMS—Canal Zone Merit System. This system was replaced by the Panama Canal Employment System, established by the Panama Canal Act of 1979.

DEMOTION—See CHANGE TO LOWER GRADE

DENIAL OF WITHIN-GRADE INCREASE—The decision to withhold (not grant) a within-grade increase to a General Schedule employee because of a determination that the employee's performance is not at an acceptable level of competence. (5 CFR 531.409)

DETAIL—A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail. (5 U.S.C. chapter 33, subchapter III)

DIRECT HIRING AUTHORITY—OPM-approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations.

DISABILITY RETIREMENT PAY (from a uniformed service)—money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

DISABLED VETERAN—Means a person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

DISCHARGE—A nature of action used for an agency-initiated separation (for work performance and/or misconduct or delinquency) of an employee who was serving on an appointment that did not afford appeal rights. [Discharge was deleted as a nature of action and is no longer used.]

DISCHARGE DURING PROB/TRIAL PERIOD—An agency-initiated separation (for preappointment conditions or for postappointment work performance and/or misconduct or delinquency) of an employee who was serving an initial appointment probation or was serving on a trial period required by civil service or agency regulations. [This nature of action is no longer used.]

DISCHARGE UNDER HONORABLE CONDITIONS—Means either an honorable or a general discharge from the Armed Forces. The term does not apply to the honorable discharge

given an enlisted person to allow commissioning as an officer without a break in service. In this situation the officer's discharge must be under honorable conditions.

DISCONTINUED SERVICE RETIREMENT—See RETIREMENT, DISCONTINUED SERVICE.

DUAL COMPENSATION—Payment for more than one civilian office involving a total of more than 40 hours a week.

DUTY STATION—The city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

EFFECTIVE DATE—The date on which a personnel action takes place and on which the employee's official assignment begins.

EOD (ENTRY ON DUTY)—The process by which a person completes the necessary paperwork and is sworn in as an employee.

EOD (ENTRY ON DUTY) DATE—The date on which a person completes the necessary paperwork and is sworn in as an employee.

EX-SERVICE PERSON—A person who was separated from active duty performed in peacetime or wartime. (A person on active duty may be an ex-servicemember because of separation from previous active duty.)

EXCEPTED POSITION—A position in the excepted service (5 U.S.C. 2103 and 5 CFR part 213).

EXCEPTED SERVICE—Unclassified service, unclassified Civil Service or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213)

EXECUTIVE ORDER—A directive issued by the President.

EXPERT—A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field. An expert's attainment is such that he or she usually is regarded as an authority or as a practitioner of

RETURN TO DUTY—Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

SABBATICAL—An absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience. (5 U.S.C. 3396(c)(1))

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

SCIENTIFIC AND PROFESSIONAL (ST) POSITIONS are positions established under 5 U.S.C. 3104 to carry out research and development functions that require the services of specially qualified personnel. ST positions are in the competitive service, but are not filled through competitive examinations. Recruitment is carried out by the agencies concerned. ST positions are ungraded. (5 CFR part 319)

SENIOR EXECUTIVE SERVICE—Positions that are classified above GS-15 of the General Schedule or in level IV or V or the Executive Schedule or equivalent positions, which are not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and in which employees direct, monitor and manage the work of an organizational unit or exercise other executive functions.

SENIOR LEVEL (SL) POSITIONS are positions established under the Federal Employees Pay Comparability Act of 1990 (Pub. L. 101-509) to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the General Schedule and are ungraded. (5 CFR part 319)

SEPARATED UNDER HONORABLE CONDITIONS means either an honorable or general discharge from the Armed Forces. The Department of Defense is responsible for administering and defining military discharges.

SEPARATION-APPT IN (name of entity) is a separation when an employee leaves a Federal agency to accept employment with a non-Federal Government entity that takes over his or her Federal functions AND the employee will continue to receive Federal benefits.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) is a separation action initiated by an agency when the employee enters

on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.

SEPARATION-RIF is a separation from an agency's rolls under 5 CFR parts 351 or 359, or as a consequence of a reduction in force.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

For an employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first Federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointment. For example, if an employee is appointed on 10-12-1998 and has 4 years, 3 months and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

When service credit of 4 years, 3 months, and 3 days, is subtracted from the date, 1998-10-12, the result is 1994-07-09. Thus, the service computation date will then be 07-09-1994.

SEVERANCE PAY—Sum of money (based on last salary, length of service, and age) which an employee may be paid when separated involuntarily from an agency, such as during a reduction in force. An employee is ineligible for severance pay if the separation results from misconduct or if the employee is eligible for an immediate (retirement) annuity. (5 CFR part 550, subpart G)

SON (SUBMITTING OFFICE NUMBER)—A number that was assigned by OPM to identify an office that submitted personnel action data to the Central Personnel Data File (CPDF). The SON was replaced by the POI (Personnel Office Identifier.)

SPECIAL GOVERNMENT EMPLOYEE—An employee who is appointed to work for a period not to exceed 130 days during any period of 365 days. The standards of employee conduct to which a special government employee is subject differ from those to which other employees are subject. (18 U.S.C. 202)

SPECIAL PAY ADJUSTMENT for LAW ENFORCEMENT OFFICERS is an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990. (5 CFR part 531, subpart C) [This term was deleted from this guide in Update 46, dated January 7, 2007.]

SPECIAL RATES—Are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under 5 U.S.C. 5305 for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called “50”)—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a “52”)—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this Guide)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status. (5 CFR 315.503)

STATUS QUO EMPLOYEE—An employee who failed to acquire competitive status when the position in which he or she was serving was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted his or

her retention without acquisition of status. (5 CFR part 316, subpart G).

STEP—The step of the pay plan under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.

STEP ADJUSTMENT—A change in the step of the grade at which the employee is serving without a change in the employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00 equal to the employee's former step rate).

SUBSTANTIALLY CONTINUOUS SERVICE—Federal civilian service which continued without break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from employee's total period of service. >[This term was deleted from this guide in Update 72, dated March 5, 2017.]<

SUPERIOR QUALIFICATIONS APPOINTMENT—Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum based on the applicant's unique or unusually high qualifications, a special government need for applicants' services and the fact applicants' present salary or salary offerings are higher than the minimum rate of the grade level to which the applicant can be appointed. (5 CFR 531.203(b))

SUPERVISORY DIFFERENTIAL The annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

SUSPENSION—Placement of an employee in a temporary nonpay and nonduty status (or absence from duty) for disciplinary reasons or other reasons pending an inquiry. (5 CFR part 752)

TEMP APPT-PER—(Sometimes referred to as “TAPER” appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B). [The term “TAPER” was deleted from this Guide in Update 43, dated July 25, 2004].

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TENURE GROUPS—Categories of employees ranked in priority order for retention during reduction in force.

TENURE SUBGROUPS—Within each tenure group, employees are divided into three subgroups. Subgroup AD includes each preference eligible employee who has a compensable service-connected disability of 30 percent or more. Subgroup A consists of employees with veterans' preference who are not in subgroup AD. Subgroup B consists of employees who have no veterans' preference.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TERMINATION-APPT IN (agency)—A separation action initiated by either the employee or the agency when the employee (or a group of employees) moves from one agency to another agency.

TERMINATION DURING PROB/TRIAL PERIOD —An agency-initiated separation of an employee who is serving an initial appointment probation or a trial period required by civil service or agency regulations.

TERMINATION-EXP OF APPT—A separation action initiated by the agency to end employment on the not-to-exceed date of a temporary appointment or when the employee has worked the number of days or hours to which the appointment was limited.

TERMINATION-SPONSOR RELOCATING—An action to document the separation of a Department of Defense employee who submits a resignation to accompany a military or civilian

sponsor to a new duty station.

TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION—The provision that 3 months must elapse after an employee's latest nontemporary competitive appointment before he or she may be (1) promoted or reassigned, or transferred to a different line of work or to a different geographical area, or (2) transferred to or reinstated to a higher grade or different line of work in the competitive service. (5 CFR part 330.501)

TOUR OF DUTY—The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

TRANSFER OF FUNCTION—The movement of the work of one or more employees from one competitive area to another. (5 CFR part 351, subpart C)

UNEMPLOYMENT COMPENSATION—An unemployment insurance for Federal employees. (5 U.S.C. chapter 85)

UNIFORMED SERVICES—The Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) plus the commissioned officer corps of the Public Health Service and National Oceanic and Atmospheric Administration.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE is an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAE (when actually employed)—See INTERMITTENT SERVICE.

WAGE AREA—A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System. (5 U.S.C. chapter 53, Subchapter IV, and 5 CFR part 532)

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WC (Without Compensation)—Under certain circumstances, an agency may be authorized to appoint an employee to provide services to the government without pay.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by

advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

WITHIN-RANGE INCREASE (WRI)— Is an increase in an employee's rate of basic pay within the pay range for his grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). A GS within-grade increase (WGI) is one type of within-range increase.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency