

**Chapter 32. Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations
(Natures of Action 001, 002, 198, 199, 293, 867, and 868)**

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Chapter 32. Interim Relief Actions, Corrections, Cancellations, and Replacement Actions for Cancellations

1. Coverage.

This chapter provides instructions for processing personnel actions that provide interim relief for employees who prevail in initial actions before the Merit Systems Protection Board, for actions that correct or cancel previously issued actions, and ones that replace cancelled actions. See Chapter 3 for more guidance on cancellations and retroactive personnel actions.

2. Definitions.

a. A correction changes information shown on an earlier action on which an error occurred or adds information that was omitted from an earlier action. A correction does not alter the fact that an action occurred, it just changes the way in which it occurred or was documented. The following are examples of situations in which a correction is necessary:

- Nature of action is wrong, for example, appointment is documented as “Reinstatement-Career” and should be “Reinstatement-Career Conditional;”
- Legal authority is wrong, for example, authority indicates action is based on reclassification when it is the result of a career ladder promotion;
- Required remarks have been omitted from the action or there is an error in the remarks that are documented;
- Step and salary are wrong, for example, “highest previous rate” rule has been applied incorrectly on an appointment;
- (5) Employee’s retirement coverage is wrong, for example, is shown as “FICA & FERS” instead of “FICA & CSRS (Partial);” or
- Tenure, Annuitant Indicator, or another block on the Standard Form 50 is documented incorrectly.

b. A cancellation rescinds an earlier action that was improper, that was proper but contains references to an improper action, or that contains remarks that are inappropriate or erroneous and that should not have been recorded. The following are examples of situations in which a cancellation is necessary:

- A decision orders an action to be rescinded, withdrawn or, expunged.
- An appointing officer determines an action should never have occurred, for example, Within-grade Increase to GS-5/5 was processed when employee had completed only 52 (instead of the required 104) weeks of service at GS-5/4;
- Employee requests reconsideration of negative within-grade increase determination and the negative determination (documented with 888/Denial of WGI) is overturned;

- Appointment is void because of an absolute statutory bar to it or because employee was guilty of fraud in regard to the action or deliberately misrepresented or falsified a material matter;
- Change in tenure group, annual comparability pay adjustment, and realignment actions show employee to be at GS-5 when change to lower grade from GS-6 to GS-5 has been cancelled (cancelled actions must be replaced with ones showing employee to be at GS-6); or
- Resignation Standard Form 50 of an employee who is serving an initial appointment probationary period shows “Agency Finding: Resigned after receiving written notice of pending separation for misconduct.” (Since the appointment does not afford appeal rights, no “agency finding” or reasons may be placed on his resignation. The cancelled action must be replaced with one from which the “agency finding” has been deleted).

c. A replacement action is one that takes the place of a cancelled Standard Form 50 when:

- Another action is being substituted for the original action (for example, when a 15-day suspension is substituted for a 30-day suspension); or
- The original action was cancelled because it contained erroneous information and/or inappropriate remarks, but was otherwise a valid action; or

- The original was cancelled because it in some way reflected the effects of another personnel action that was also cancelled (for example, a FEGLI change that reflects a wrong grade because a previous change to lower grade was cancelled).

d. A newly-required action is one required as a result of a decision or a cancellation. For example, a change to lower grade is cancelled, thus returning employee to his or her prior grade. If the employee would have received a within-grade increase (WGI) if he or she had remained in the prior grade, the action to document the WGI is a newly-required action.

e. A decision For purposes of this **Guide**, a decision is (1) a Court Order; or (2) a decision or order or a settlement agreement reached under the rules and regulations of the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), the Federal Labor Relations Authority (FLRA), the Office of Personnel Management (OPM), or the agency; or (3) an arbitral award, or a decision of an agency head which adopts the recommendations of an agency factfinder; or (4) a settlement agreement between an individual and an agency under circumstances other than those above.

3. Standard Form 50 Preparation.

a. The employee's current servicing personnel office is responsible for preparing cancellation actions, correction actions, replacement actions and newly required actions—regardless of where the

person was employed on the date when the action was or should have been effective. This means that the agency that finds an error on a personnel action processes an 002/Correction action to correct it, no matter when and by whom the error was made. Use Table 32-A, 32-B, and 32-C to determine when actions are required, the number of actions that must be processed, and the Standard Form 50 items that must be completed.

b. Identify in block 47 (Agency Code) and 48 (Personnel Office), the agency that prepares the cancellation, correction, or replacement action; show in block 49 (Approval Date) the date on which the cancellation, correction, or replacement action is approved.

4. Correction Actions.

a. If an error appears on only one Standard Form (SF) 50, process a single 002/Correction to change that SF 50. If an error appears on more than one SF 50, you may *either* process an 002/Correction for each SF 50 on which the error appears *or* you may prepare a single 002/Correction to change the most recent SF 50 on which the error appears. If you prepare a single correction, use remark C12 to identify the other SFs 50 to which the correction applies. Follow instructions in Figure 32-1 to complete the SF 52/50.

b. Determine if the correction action affects any other personnel action(s) in the Official Personnel Folder, or has an effect on the employee's benefits, such as life insurance or health benefits. Also, review any other forms or documents in the

Folder to see if they contain incorrect data. If so, correct the actions and records. Consult the Privacy Act specialist in your office for the proper procedures.

c. Check **The Guide to Personnel Recordkeeping** to determine if any of the documents submitted or created in connection with the action should be filed on the right side of the employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the Folder.

d. Distribute Standard Form (SF) 50 copies according to agency instructions. When the correction is of an action effected by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action. Ask that it be forwarded to the appropriate offices for action, for example, to the payroll office. Also send copies of any other forms related to that action. If the original action was filed on the right side of employee's Official Personnel Folder (OPF), file the correction on top of the action that it corrects. (Make sure that all entries on the SF 50 copy that is placed in the employee's OPF are readable).

5. Cancellation Actions.

a. Follow instructions in Figure 32-2 to complete the Standard Forms 52 and 50.

b. Determine if the cancellation action affects any other personnel action(s) in the Official Personnel Folder or has an effect on the employee's benefits, such as life

insurance or health benefits. Also, review any other forms or documents in the Folder to see if they now contain erroneous information. If so, take the necessary action to assure that actions and records contain accurate information. Consult the Privacy Act specialist in your office for the proper procedures.

c. Follow your agency's instructions to change the record in your agency's service record system, making sure to delete all actions or items referring to a cancelled action. When a replacement action is required to erase the effects of a cancelled action, record only the replacement action, making no reference to the cancelled action.

d. Unless specifically instructed to do so by the agency that issued the decision, do not file the cancellation Standard Form (SF) 50 in the Official Personnel Folder (OPF). Instead, remove from the OPF the personnel action (SF 50) being cancelled, the related SF 52, and supporting documents. If the cancellation results from an appeal, grievance, or complaint, file the OPF copy of the cancellation SF 50 (as well as the material removed from the OPF) in the appeal, grievance, or complaint file. Otherwise, destroy the material removed from the OPF. *(Note: When an employee is appointed improperly through no fault of his or her own and the Office of Personnel Management cannot regularize the appointment, the agency must separate the employee. The Comptroller General has ruled that in these cases, if the employee served in good faith, he or she does not lose the pay and service credit earned on the improper appointment. To ensure that employee receives credit for this service in the future, retain both the*

original SF 50 and the cancellation action in the Folder.

e. Distribute the remaining Standard Form (SF) 50 copies according to agency instructions. When the cancellation is of an action effected by another agency, send it to the personnel office that services the activity in which the person was employed on the effective date of the original action and ask that it be forwarded to the appropriate offices, for example, the payroll office. Send with the SF 50 a copy of the decision that was the basis for the action, as well as the payroll copy of any other forms related to the action.

6. Newly Required and Replacement Actions.

a. When an action is newly required by a decision, or is a replacement for a cancelled action, use Table 32-A, Table 32-G, and the chapter that covers the action to be processed to select the nature of action, legal authority and remarks. For example, if a Within-grade Increase is newly required, follow the instructions in Table 32-A, Table 32-G, and in Chapter 17; if a Reassignment action replaces a Removal that has been cancelled, follow the instructions in Tables 32-A and 32-G and in Chapter 14. *Never place, on a newly required or a replacement action, any references to the appeal, complaint, or decision that resulted in the need for the action.* (Always use the current edition of the Standard Form 50 and the instructions in the **Guide** to process replacement and newly-required actions.)

b. If, on the effective date of the action, the agency would not have had an appropriate authority to take the necessary action (for example, the decision orders the employee assigned to a position in a series for which standards were not issued until a year after the effective date), cite "HAM/Reg. 250.101" as the legal authority. This is a general "do-what-the-decision-says" authority. Its use avoids the need to cite a specific order or decision that would identify more specifically

the employee's original complaint and result in irrelevant information being placed on the Standard Form 50 and in the Official Personnel Folder. This protects the employee's privacy and satisfies the usual intent of decisions.

7. Actions to Provide Interim Relief.

Follow instructions in Figure 32-3 to process actions to provide interim relief.

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Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Action has been determined to be improper	It must be rescinded, withdrawn, or expunged from employee's records	Issue 001/Cancellation.	
2	Errors appear in Standard Form (SF) 50 data that are required by, or that are reported to the Office of Personnel Management (OPM)		Issue 002/Correction.	
3		Errors appear in the "Remarks" block	Issue 002/Correction, showing <i>only</i> the correct remarks.	Make <i>no</i> reference on the action to the incorrect remarks.
4		The exact same error(s) appear(s) on more than one previous action	Issue 002/Correction for the most recent SF 50 on which the error(s) appear(s).	Make sure that all entries on the correction pertain to the action identified by the nature of action on the correction.
5	Errors appear only in SF 50 information that is <i>not</i> required by or reported to OPM (the position number or appropriation code)		Correction SF 50 is <i>not</i> required by OPM.	The error may be corrected in pen and ink on the Official Personnel Folder copy of the SF 50, or the agency may correct the errors on an SF 50 with a 900 series nature of action.

**Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)
(Continued)**

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
6	A correction action should not have been processed because data on the original action were correct		Issue a second 002 action to correct the <i>original</i> action.	Use remark code C11 to indicate that the item is being corrected from the documentation on the first correction. For example: The Service Computation Date (SCD) on a 130/Transfer was 04-09-80. An 002/Correction was issued to change it to 04-12-80. Now you decide that the original SCD was correct. Prepare another correction with 002/Correction in blocks 5A-B and 130/Transfer in blocks 6A-B. Enter in Remarks: "Corrects item 31 from 04-12-80."
7	Action that was cancelled must be replaced		Issue Standard Form 50 with the nature of action, authority, and effective date that would have been used if action had been processed properly to begin with. Identify in blocks 46-50 the office that processes the replacement action, the date it is approved by the appointing official in that office, and the title of that official.	Make <i>no</i> reference to the action that was cancelled or to the reason for the replacement action.

**Table 32-A. Cancellations, Corrections, Replacement Actions, and Newly-Required Actions (see Notes 1 and 2 of this table)
(Continued)**

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
8	Action is newly required as a result of a cancellation		Prepare action using the nature of action, authority, and effective date that would have been used if action had been processed as it should have been. Enter in block 49 the date on which the appointing official actually approved the newly required action.	Make <i>no</i> reference to the reason the action is just now being processed.

NOTES:

1. Instructions for using nature of action, legal authority, and remarks codes were implemented on 01/01/82. Follow the instructions in this **Guide** even if the effective date of the original action or of a newly required action is earlier than 01/01/82.
2. Pen and ink corrections may be made to correct Standard Form (SF) 50 information that is not required by or reported to the Office of Personnel Management (OPM). However, *under no circumstances* may an agency “x” out or use pencil, pen and ink, “white-out” or erasures to correct SF 50 information that is required by, or reported to, OPM.

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Table 32-B. Actions to Effect Cancellations and Corrections

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
1	Only one action was processed on the original Standard Form (SF) 50	That action needs to be cancelled	Process one 001/ Cancellation action	Remove action being cancelled from the Official Personnel Folder (OPF) and place with OPF copy of the Cancellation SF 50 in the appropriate subject file (for example, if cancellation is the result of a decision on an adverse action appeal, place in subject file for the appeal) (see Note to this table)
2		That action needs to be corrected	Process one 002/ Correction action	File OPF copy of correction in OPF on top of action it corrects.
3	Two actions were processed on the original SF 50	Both actions need to be cancelled	Process two SFs 50—an 001/Cancellation action for each of the actions on the original SF 50.	Remove actions being cancelled from OPF and place with OPF copies of the Cancellation SFs 50 in the appropriate subject file (e.g., if cancellations are the result of a decision on an adverse action appeal, place in subject file for the appeal) (see Note to this table)
4		Only one action needs to be cancelled		Prepare a replacement SF 50 to provide a record of the “good” action. Remove original SFs 50 from OPF (see Rule 3 above) and file replacement SF 50 in OPF.

Table 32-B. Actions to Effect Cancellations and Corrections (Continued)

<i>Rule</i>	<i>If</i>	<i>And</i>	<i>Then</i>	<i>And</i>
5	Two actions were processed on the original Standard Form (SF) 50	The errors or omissions appear <i>only</i> in blocks 5A-5F (first nature of action and authority) or 45 (remarks)	Process one 002/ Correction action	File the Official Personnel Folder (OPF) copy of the correction in the OPF on top of the SF 50 it corrects.
6		The errors or omissions appear <i>only</i> in blocks 6A-6F (second nature of action and authority) or 45 (remarks)		
7		The errors or omissions appear in both blocks 5A-5F and 6A-6F (first and second natures of action and authorities)	Process two 002/ Correction actions	
8		The errors or omissions appear in blocks 1-4, >7-44<, or 46-50		

NOTE: When employee is entitled to credit for service on an improper appointment, retain both the original SF 50 and the cancellation action in the folder. See paragraph 5d of this chapter.

Table 32-C. Completion of Standard Form 50 for Cancellations and Corrections

<i>Rule</i>	<i>If</i>	<i>Then</i>
1	Action being corrected is an appointment	Prepare complete Standard Form (SF) 50. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF 50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF 50. (See Notes 1 and 2 of this table.)
2	Action being corrected is a conversion to an appointment	
3	Action being corrected is not described in Rules 1 and 2	Correction can be processed with either a "skeletonized" SF 50 or a complete SF 50. When a "skeletonized" SF 50 is used, complete the following blocks: 1. Name 2. SSN 3. Date of Birth 4. Effective date of action being corrected 5-A. (enter "002") 5-B. (enter "Correction") 6A-6B (enter correct nature of action and code for action being corrected) 6C-6F (enter correct authorities and codes for action being corrected) Any blocks in which information is being corrected. Enter remark C18 in block 45 to correct a remark on the original action or to add a remark that was omitted. If remarks on the original action were correct, use remarks required by Table 32-D to explain the SF 50 data being corrected and enter them in block 45. "Good" remarks (remarks that do not need corrections) do not have to be repeated in block 45 of the correction SF 50. 46-47 Employing department or agency and code 48 Personnel Office ID 49-50 Signature, title, and date (See Notes 1 and 2 of this table.)
4		

**Table 32-C. Completion of Standard Form 50 for Cancellations and Corrections
(Continued)**

<i>Rule</i>	<i>If</i>	<i>Then</i>
5	Action is being cancelled	A "skeleton" Standard Form 50 may be used. Only the following blocks must be completed: 1. Name 2. SSN 3. Date of Birth 4. (enter effective date shown on original action) 5-A (enter "001") 5-B (enter "Cancellation") 5C-5F (enter authorities and codes for the cancellation) 6A-6B (enter nature of action and code of action being cancelled) 45 Remarks 46-47 Employing department or agency and code 48 Personnel Office ID 49-50 Signature, title, and date (See Notes 1 and 2 of this table.)

NOTES:

1. Identify in blocks 46-48 the office that prepares the Correction or Cancellation, not the one that processed the action.
2. Show in block 49 the date on which your appointing official approved the cancellation or correction. If a Standard Form (SF) 52 was used, this usually will be the date on which the appointing official signed block C2 of the SF 52.

Table 32-D. Remarks Required on Correction Actions

<i>Rule</i>	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note >1 of this table)<</i>
1	Delete, add or change a remark		C18
2	Change information (other than a remark) that is erroneous		C11
3		The same error appears on one previous Standard Form (SF) 50	C11, C08
4		More than one previous SF 50 has the same error(s)	C11, C12
5		The correction action is also used to correct different error(s) on previous action(s).	C11, C13
6		The correction action is used to also add information omitted on a previous SF 50	C11, C09
7	Add information other than a remark that was omitted		C17
8		The same error appears on one previous SF 50	C17, C08
9		More than one previous SF 50 has the same error(s)	C17, C12
10		The correction action is used to also correct different errors on more than one previous SF 50	C17, C13
11	Change the effective date of an accomplished separation to avoid an unintentional break in service made through administrative error in effecting a move between agencies		C10

Table 32-D. Remarks Required on Correction Actions (Continued)

<i>Rule</i>	<i>If the correction is to</i>	<i>And</i>	<i>Then Codes for Required Remarks Are (See Note >1 of this table)<</i>
12	Give employee benefit of highest previous rate of pay		C19, P01
13	Document a variation approved by the Office of Personnel Management (OPM) under Civil Service Rule V >(See Note 2 of this table)<		M80, >C21<

NOTES:

>1.< See Table 32-H to translate codes into actual remarks.

>2. Agencies do not have the authority to approve a variation. All variation requests must be submitted by the agency's headquarters level to OPM for approval. Agencies may direct questions regarding a request for a variation to OPM's policy office at employ@opm.gov. For guidance on cancelling an improper action, see Table 32-F.<

Table 32-E. Authority and Authority Code Required on Cancellation Actions

<i>Rule</i>	<i>If the cancellation is ordered or directed by</i>	<i>And the employee</i>	<i>Then Auth Code is</i>	<i>Authority is</i>
1	The Merit Systems Protection Board (MSPB)	Is entitled to backpay	AGM and VWL	(Cite the MSPB decision number and date) and 5 U.S.C. 5596
2		Is not entitled to backpay	AGM	(Cite the MSPB decision number and date)
3	The Office of Personnel Management (OPM)	Is entitled to backpay	ADM and VWL	(Cite OPM directive and date) and 5 U.S.C. 5596
4		Is not entitled to backpay	ADM	(Cite OPM directive and date)
5	The Equal Employment Opportunity Commission (EEOC)	Is entitled to backpay	ARM and VWL	(Cite EEOC decision number and date) and 5 U.S.C. 5596
6		Is not entitled to backpay	ARM	(Cite EEOC decision number and date)
7	A court or an agreed- upon out-of-court settlement	Is entitled to backpay	ASM and VWL	(Cite the court decision number and (date) and 5 U.S.C. 5596
8		Is not entitled to backpay	ASM	(Cite the court decision number and date)
9	A negotiated grievance procedure, an arbitrator, or Federal Labor Relations Authority	Is entitled to backpay	AXM and VWL	(Cite the official decision and date) and 5 U.S.C. 5596
10		Is not entitled to backpay	AXM	(Cite the official decision and date)

**Table 32-E. Authority and Authority Code Required on Cancellation Actions
(Continued)**

<i>Rule</i>	<i>If the cancellation is ordered or directed by</i>	<i>And the employee</i>	<i>Then Auth Code is</i>	<i>Authority is</i>
11	The head of the employing agency or his or her designee	Is entitled to backpay	UNM and VWL	(Cite agency directive or order, and date) and 5 U.S.C. 5596
12		Is not entitled to backpay	UNM	(Cite agency directive or order, and date)
13	An appointing officer under his or her delegated authority to take action on personnel matters, including the cancellation of actions that were processed in error	Is entitled to backpay	ATM and VWL	5 U.S.C. 302 and 5 U.S.C. 5596
14		Is not entitled to backpay	ATM	5 U.S.C. 302

Table 32-F. Remarks Required on Cancellation Actions

<i>Rule</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>
1	Retirement for which person was found to be ineligible	Retroactive restoration	Entitled to back pay	C02, C27, C28
2			Not entitled to back pay	C02
3	Separation, including a retirement not described in Rule 1 above	Retroactive restoration with other disciplinary action	Entitled to back pay	C03, C27, C28
4			Not entitled to back pay	C03
5		Retroactive restoration to former grade not described in Rules 3-4	Entitled to back pay	C03, C27, C28
6			Not entitled to back pay	C03
7		Retroactive restoration at a lower grade	Entitled to back pay	C07, C27, C28
8			Not entitled to back pay	C07
9		Resignation		C14
10	Change to lower grade	Retroactive change to former grade	Entitled to back pay	C06 and C27
11			Not entitled to back pay	C06
12		Retroactive change to intermediate grade	Entitled to back pay	C04 and C27
13			Not entitled to back pay	C04

Table 32-F. Remarks Required on Cancellation Actions (Continued)

<i>Rule</i>	<i>If the personnel action being cancelled is</i>	<i>And the corrective action is (See Note 1 of this table)</i>	<i>And Employee is</i>	<i>Then codes for Required Remarks Are (See Note 2 of this table)</i>
14	Suspension or furlough	A shorter period of suspension or furlough	Entitled to back pay	C14, C27, C28
15			Not entitled to back pay	C14
16		Cancellation of the entire action	Entitled to back pay	C14, C27, C28
17			Not entitled to back pay	C14 and C28
18	An improper appointment, made through no fault of the employee (or a subsequent action resulting from such an improper appointment), that cannot be "legalized" >(See Note 3 of this table)<	Cancellation, with the employee being allowed credit for service and benefits on that appointment		C20 and C21
19	Not described in Rules 1-18		Entitled to back pay	C14 and C27
20			Not entitled to back pay	C14

NOTES:

1. If a replacement Standard Form 50 is prepared, see Table 32-G.
2. See Table 32-H to translate codes into actual remarks.
- >3. If OPM approves an agency's request for a variation and the action will not be cancelled, see rule 13 of Table 32-D for guidance on correcting the personnel action.<

Table 32-G. Remarks Required on Replacement and Newly Required Actions

<i>Rule</i>	<i>If the SF 50 is a</i>	<i>And is prepared by</i>	<i>Then Use Remarks Codes (See Note below)</i>
1	Replacement action	The same office that issued the action being cancelled	C15
2		A different office than the one that issued the action being cancelled	C15, C16
3	Newly required action	The same office that serviced the employee on the effective date of the action	[none]
4		A different office than the one that serviced the employee on the effective date of the action.	C16

NOTE: Use Table 32-H to translate codes into actual remarks.

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Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations

<i>Rule</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
1	C02	Employee found to be ineligible for (type) retirement.	"Employee found to be ineligible for voluntary retirement."
2	C03	Retroactive restoration.	
3	C04	Retroactive change to intermediate grade, level or band.	
4	C06	Retroactive change to former grade, level or band.	
5	C07	Retroactive change to lower grade, level or band.	
6	C08	Also corrects same item(s) on personnel action (code and nature of action) dated (date).	"Also corrects same item on personnel action 702 Promotion dated 11-27-88." (see Note 2)
7	C09	Also corrects (code and nature of action) effective (date), item (number), to add ().	"Also corrects 100 Career Appt. effective 08-07-94, item 34, to add `1'." (see Notes 1 and 2)
8	C10	Corrects date of separation from (date) to avoid a break in service when employee was appointed by (name of agency).	"Corrects date of separation from 12-17-88 to avoid a break in service when employee was appointed by Department of Agriculture."
9	C11	Corrects item (number) from ().	"Corrects item 3 from 05-18-61." (see Note 1)
10	C12	Also corrects same item(s) on all previous actions from (date) to (date).	"Also corrects same items on all previous actions from 05-10-88 to 11-12-88." (see Notes 2 and 5)
11	C13	Also corrects personnel action (code and nature of action), effective (date), item number () from ().	"Also corrects 170 Exc Appt, effective 10-16-88, item number 24, from '3'." (see Notes 1 and 2)
12	C14	(Explain why the action is cancelled.)	"Cancels extension of appointment because the employee was converted to career-conditional before the effective date of the extension"
13	C15	This Notification of Personnel Action replaces a previously executed one.	
14	C16	This Notification of Personnel Action prepared by (name of employing office).	"This Notification of Personnel Action prepared by Defense Communications Agency, Arlington, Va."
15	C17	Completes item (number) which was omitted.	"Completes item 33, which was omitted." (see Note 1)
16	C18	Corrects item (number) to read: (enter only the correct remarks).	

Table 32-H. Remarks Codes, Remarks, and Examples for Corrections and Cancellations (Continued)

<i>Rule</i>	<i>If Remark Code</i>	<i>Then Remark is</i>	<i>And an Example is</i>
17	C19	Corrects salary to give employee benefit of highest previous rate of basic pay.	
18	C20	Cancelled in accordance with OPM letter [or instructions] dated (date). This SF 50 being cancelled must be retained permanently in the employee's Official Personnel Folder.	
19	C21	Service from (date of appointment) to (date appointment was regularized or cancelled) may be credited >for: (list purposes for which employee will receive service credit). <	“Service from 11-07-88 through 12-02-88 may be credited for qualifications purposes, and for leave accrual and RIF retention purposes and for completion of initial appointment probation.” (see Note 3.)
20	C27	Entitled to backpay under 5 U.S.C. 5596.	
21	C28	Active duty begins (date).	“Active duty begins 01-03-89.”
22	C30	Nature of action and code shown on original action are no longer in use.	
23	M80	Variation under CS Rule 5 approved by OPM on (date).	
24	P01	Previously employed at (pay plan; grade, level or band; rate).	“Previously employed at GS 13, \$28623 p.a.”

NOTES:

1. Repeat the remark for each Standard Form 50 block being corrected.
2. Dates cited in remarks C08, C09, C12, and C13 are effective dates of the actions being corrected.
3. See Chapter 3, Figure 3-2, >for instructions on how to obtain guidance for determining the purposes for which service may be credited.<
4. Reserved.
5. “To” date is the date of the action immediately preceding the one being corrected.

Figure 32-1. Special Instructions for Processing Correction Actions

Note: Pen and ink corrections may be made to correct Standard Form (SF) 50 information that is not required by or reported to the Office of Personnel Management (OPM.) However, *under no circumstances* may an agency “x” out or use pencil, pen and ink, “white-out,” or erasures to correct SF 50 information that is required by or reported to OPM.

Nature of Action

- The nature of action and code for all corrections are 002 CORRECTION plus the nature of action and code of the action being corrected. For example, if a promotion is being corrected, enter the following in blocks 5A and 5B and 6A and 6B of the Standard Form 52:

5A	5B	6A	6B
002	Correction	702	Promotion

- If the nature of action and code on the original SF 50 are being corrected, show the correct nature of action and code in blocks 6A and 6B. Then, explain the correction in the remarks block on the SF 50. For example: “Correct items 6A and 6B (items 5A and 5B on original action) from 703/Promotion NTE.” When the action being corrected was effective prior to the implementation of this **Guide**, the nature of action and code being corrected may not be ones that are still in use. When this happens, use remark C30: “Nature of action and code shown on original action are no longer in use.”

Authority

- No authorities or codes are needed in blocks 5C–5F.
- Enter the authority code and authority of the action being corrected in blocks 6C–6F. If there is no correction to the code or authority, repeat these entries as they appeared on the original action. When the action being corrected was effective prior to the implementation of this **Guide**, it will not have had an authority code and may not have had an authority. When this happens, use the code and authority that are required for the current actions processed under the instructions in this **Guide**. If the authority(ies) or code(s) are being corrected, enter the correct one(s) in blocks 6C–6F and use remark number C11 to explain what was corrected. For example: “Corrects items 6C and 6D (5C and 5D on original action) from MUM Reg. 316.401.”

Effective Date

- With one exception, the effective date is the same as that shown on the original SF 50 (the one being corrected). Exception: if the effective date on the original SF 50 was wrong, show the correct effective date in block 4 on the correction SF 50. Then, explain the correction in the remarks block on the SF 50. Example: “Corrects item 4 from 05-13-89.”

Figure 32-1. Special Instructions for Processing Correction Actions—Continued

Remarks	<ul style="list-style-type: none"> • Use Table 32-D to select required remarks to explain the correction(s). • When a remark is corrected or deleted, enter remark C18 in block 45 to explain. Example: “Corrects item 45 to read: . . .” Use the chapter that covers the original action to determine the remarks that are required. • When block numbers on the original action differ from the block numbers in which the corrected data appear, reference both numbers in the remarks that are used to explain the correction; list first the block number in which the data appear on the correction action and then, in parentheses, the block number in which the data appeared on the original action.
Examples:	<ul style="list-style-type: none"> • “Corrects items 6A and 6B (5A and 5B on original action) from. . . .” “Corrects item 45 (37 on original action) to read. . . .”
Other Standard Form (SF) 50 Data Elements	<ul style="list-style-type: none"> • If an error appeared in an SF 50 data element other than one listed above, enter the correct information in the corresponding block on the correction action. Use remark C11 to explain each correction, and repeat the remark for each block being corrected. Example: “Corrects item 31 from ‘05-18-61.’ Corrects item ‘24’ from ‘2.’ Corrects item 32 from ‘P Part-time.’”

Figure 32-2. Special Instructions for Processing Cancellation Actions

Nature of Action

- The nature of action and code for all cancellations are 001 CANCELLATION, plus the nature of action and code of the action being cancelled. For example, if a suspension is being cancelled, enter the following in blocks 5A and 5B and 6A and 6B of the SF 52:

<u>5A</u>	<u>5B</u>	<u>6A</u>	<u>6B</u>
001	Cancellation	450	Suspension NTE

(date)

Authority

- Use Table 32-E to select the appropriate authority and code; enter them in blocks 5C-5F.

Remarks

- Use Table 32-F to select the appropriate remarks to explain the cancellation action. Do not repeat the remarks from the original Standard Form 50 (the one being cancelled) on the cancellation.

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Figure 32-3. Actions to Provide Interim Relief

<i>SITUATION</i>	<i>INTERIM RELIEFS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>1. Employee who was separated is placed in pay and duty status</p>	<p>Process Standard Form (SF) 50 for a 199/Interim Appt, using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure). Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.)</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.</p>
<p>2. Employee who was separated is placed in paid <i>nonduty</i> status because agency determines their return to duty or presence would be unduly disruptive to the work environment.</p>	<p>Process SF 50 for 198/Interim Appt in Nonduty Status, using R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>		

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEFS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
3. Civil Service Retirement System or Federal Employees' Retirement System annuitant is brought back in pay and duty status	Process Standard Form (SF 50) for a 199/Interim Appt , using R9N/Reg. 772.102(a) as the authority. Show same tenure, FEGLI, retirement, and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, and 4 of this figure.)	Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4 of this figure.)	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4 of this figure.)

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEFS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>4. Civil Service Retirement System or Federal Employees Retirement System annuitant is brought back in paid <i>nonduty</i> status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.</p>	<p>Process Standard Form (SF) 50 for 198/Interim Appt in Nonduty Status, suing R9R/5 CFR part 772 as the authority. Show same tenure, FEGLI, retirement and position occupied codes as before the separation. The position to which the employee is assigned should be the same as before the separation or a similar position that would provide the same grade, pay, and benefits. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. Notify the Office of Personnel Management (OPM) so that employee's annuity can be suspended. (See Notes 1, 2, and 4 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. Also cancel the original separation. (See Note 3 of this figure.) Process all actions that should have occurred (including within-grade increases, pay adjustments, etc.) if the employee had not been separated or that were ordered by the initial decision on the appeal. (See Note 2 of this figure.) Notify OPM and request information on any overpayment of retirement benefits. (See Note 4 of this figure.)</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority. Notify OPM so that annuity can be resumed. (See Note 4 of this figure.)</p>
<p>5. Appellant who was an applicant for employment is placed in pay and duty status.</p>	<p>Process Standard Form (SF 50) for a 199/Interim Appt, using R9N/Reg. 772.102(a) as the authority. Show the tenure, FEGLI, and retirement that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Notes 1 and 2 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief and all subsequent ones. (See Note 3 of this figure.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.</p>	<p>Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM (MSPB decision number and date) as the authority.</p>

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEFS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
6. Appellant who was an applicant for employment is placed in paid <i>nonduty</i> status because agency determines their presence would be unduly disruptive to the work environment.	Process Standard Form (SF 50) for a 198/Interim Appt , using R9R/5 CFR part 772 as the authority. Show tenure, FEGLI, retirement, and position occupied code that are applicable to the appointment for which the appellant applied. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB.	Cancel the SF 50 that provided interim relief and all subsequent ones. (See Note 3 of this figure.) Process the appointment for which appellant applied and all actions that should have occurred (including within-grade increases, pay adjustments, etc.) after the appointment or that were ordered by the initial decision on the appeal.	Separate employee with a 357/Termination action. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
<p>7. Employee who was placed in nonpay/nonduty status (e.g., was suspended) is being returned to pay and duty status</p>	<p>Process Standard Form (SF 50) for 292/RTD, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25/this action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)</p>	<p>Cancel the SF 50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3 of this figure.) Process all actions that should have occurred as the result of the decision.</p>	<p>—If employee already would have returned to duty, cancel the SF 50 that provided interim relief. Replace it with a 292/RTD SF 50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF 50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. —If employee would still be in nonpay/nonduty status had he or she not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/Reg. 772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.</p>

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
8. Employee who was placed in nonpay/nonduty status is being returned to pay status but not to duty status because agency determines employee's return to duty or presence would be unduly disruptive to the work environment.	Process Standard Form (SF 50) for 293/Return to Pay Status , using R9R/5 CFR part 772 as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)	Cancel SF 50 that provided interim relief, the one placing employee in nonpay status, and all subsequent actions that are the result of or reflect the nonpay status (See Note 3 of this figure.) Process all actions that should have occurred as the result of the decision.	—If employee already would have returned to duty, cancel the SF 50 that provided interim relief. Replace it with a 292/RTD SF 50 effective on the day following the original not-to-exceed (NTE) date; use Table 16-C to select the authority code and authority. Cancel any other SF 50 that resulted from the RTD that provided interim relief. Process all actions that should have occurred during or after the original period in nonpay status. —If employee would still be in nonpay/nonduty status had he or she not prevailed on the initial decision, process another furlough, suspension, or placement in nonpay status action to return employee to nonpay status. If employee requests termination of interim relief or agrees with agency that it should be cancelled, cite R9Q/772.102(b)(3) as the authority. Otherwise, cite AGM/(MSPB decision number and date) as the authority.

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
9. Employee appealed denial of a General Schedule within-grade increase (WGI)	Process Standard Form (SF 50) for an 867/Interim WGI , using Q9K/Reg. 531.414(a) as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)	Cancel this SF 50 and replace it with an 893/WGI effective on the date of the appellate decision ordering interim relief. Use Table 17-A to select the authority code and authority. Cancel any SF's 50 showing the step/salary resulting from the decision. (See Note 3 of this figure.)	Process SF 50 for an 868/Termination of Interim WGI , using Q9M/Reg. 531.414(c) as the authority. Show in blocks 19 & 20 the step employee held prior to the 867 action and the salary for that step. Effective date is the date of the Merit Systems Protection Board's decision. Cite in block 45 remark N61/Per Reg. 531.203(d)(2)(vi), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.

Figure 32-3. Actions to Provide Interim Relief (Continued)

<i>SITUATION</i>	<i>INTERIM RELIEF IS REQUIRED</i>	<i>EMPLOYEE PREVAILS ON REVIEW BY THE FULL BOARD OR WHEN INITIAL DECISION BECOMES FINAL</i>	<i>AGENCY PREVAILS OR EMPLOYEE REQUESTS OR AGREES WITH AGENCY THAT INTERIM RELIEF SHOULD BE CANCELLED</i>
10. Employee who remained on the rolls in pay and duty status appealed another action (for example, change to lower grade) or agency's failure to take an action (for example, failure to promote)	Process Standard Form (SF 50) for action directed by the decision, using R9N/Reg. 772.102(a) as the authority. Cite in block 45 remark A25/This action provides relief required by Public Law 101-12, pending final decision of the MSPB. (See Note 1 of this figure.)	Cancel the SF 50 that provided interim relief. (See Note 3 of this figure.) —If employee appealed an action that occurred (for example, change to lower grade), cancel it and all subsequent actions. Replace with the action that should have occurred; process all other actions that should have occurred since that date. —If employee appealed agency's failure to take an action (e.g., failure to promote), process action ordered by final decision, as well as all others that should have occurred since that date. Cancel all SF's 50 processed since that date that do not reflect the decision.	Process SF 50 to return employee to pre-decision status (for example, change to lower grade if decision moved employee to a higher grade or reassignment if it moved employee to a different position at the same grade.) Cite as the authority R9P/Reg. 772.102(b) .

1. Follow instructions in Chapters 14-29 to document other actions that occur while employee is serving on an interim appointment or during a period of interim relief.
2. If the period of separation (break in service) is at least 180 days, the employee's previous waiver of basic FEGLI coverage and declinations of optional coverage(s) are cancelled, and new elections of waivers or cancellations must be filed. See **The Federal Employees Group Life Insurance Handbook**.
3. Cite AGM/(MSPB decision number and date) as the authority for each 001/Cancellation required by these instructions. For newly required or replacement actions, cite the authority required by the appropriate chapter. Place no reference to the appeal, the MSPB decision, or the Whistleblower Protection Act of 1989 on a newly required or a replacement action.
4. To notify the Office of Personnel Management, send a letter identifying employee by name, date of birth, and retirement claim number (if known); attach a copy of the SF 50 that documented the interim appointment, the SF 50 that documented the termination, or of the ones that documented cancellation of the interim relief and of the original separation, as appropriate. Send to OPM, P.O. Box 45, Boyers, PA 16017-0001.