

**U.S. OFFICE OF PERSONNEL MANAGEMENT**  
**OPERATING MANUAL UPDATE**

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Washington, DC 20415

December 26, 2004

## The Guide to Processing Personnel Actions

Update 44

**\*\*\* NOTICE \*\*\***

This Guide and its Updates are available for viewing/printing on our web site ([www.opm.gov/feddata/persdoc.htm](http://www.opm.gov/feddata/persdoc.htm)). In lieu of contacting OPM, agency representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically. As we previously advised in Update 41, individual pages of chapters being revised no longer show the effective date as a footnote. The effective date, unless otherwise noted in the Summary of Changes, continues to be shown on the cover page of the Update.

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**Distribution:** Operating Manual, THE GUIDE TO PROCESSING PERSONNEL ACTIONS

**Inquiries:** For inquiries about information in this Update, Human Resources personnel should contact the Division for Strategic Human Resources Policy, Deputy Associate Director - Center for HR Systems Requirements & Strategies, Personnel Systems Group by email at [owi@opm.gov](mailto:owi@opm.gov).

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
4-57 thru 4-58	Update 41 April 6, 2003	4-57 thru 4-58	Adds Rule 25 regarding use of PRD 2 to document SES actions, and renumber remaining rule accordingly.
9-23 thru 9-27	Update 42 September 7, 2003	9-23 thru 9-27	<p>1) Updates references in Rules 21-24 of Table 9-D on page 9-24 from “Civilian Intelligence Personnel Management System (CIPMS)” to “Defense Civilian Intelligence Personnel Systems (DCIPS).”</p> <p>2) Adds Rules 37-40 to Table 9-D on page 9-26 documenting appointments under the Interchange Agreement with DHS, Federal Air Marshals Service (FAMS).</p> <p>3) Adds Rules 41-44 to Table 9-D on page 9-27 documenting appointments under the Interchange Agreement with the International Boundary Water Commission (IBWC).</p> <p>4) Updates references in Note 2 of Table 9-D on page 9-27 from “Civilian Intelligence Personnel Management System (CIPMS)” to “Defense Civilian Intelligence Personnel Systems (DCIPS).”</p>
10-1 thru 10-1	Update 42 September 7, 2003	10-1 thru 10-1	Deletes notation for Table 10-D which referenced “TAPER” as this authority has been deleted.
10-13 thru 10-14	Update 43 July 25, 2004	10-13 thru 10-14	Adds Rules 7 and 8, retroactive to July 25, 2004, to document temporary appointments under Reg. 316.402(a)

The Guide to Processing Personnel Actions (3)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-1 thru 14-53	various	14-1 thru 4-53	<p>1) Reissues Chapter in its entirety deleting footnotes.</p> <p>2) Updates definition of "Detail" on page 14-4 with respect to how actions are documented.</p> <p>3) Updates Step 3 of the Job Aid on Page 14-7 referencing details.</p> <p>4) Updates Table 14-A on page 14-13, retroactive to August 25, 2004, to indicate that an SF-50 is required to document details of Federal employees under the IPA.</p> <p>5) Adds Note 3 to Table 14-A on Page 14-13 regarding filing instructions for IPA detail actions.</p> <p>6) Updates reference for legal authority J8M, retroactive to September 7, 2003, from "Reg. 307.103" to "Pub. L. 107-288 on pages 14-19, 14-23, 14-31, and 14-43 thru 14-46.</p> <p>7) Inserts Rule 39 in Table 14-K on page 14-50 to add Remark K46 for use on actions documenting details under the IPA.</p> <p>8) Inserts Rule 22 in Table 14-L on page 14-52 to add Remark K46 for use on actions documenting details under the IPA.</p>
17-27 thru 17-29	Update 43 July 25, 2004	17-27 thru 17-29	<p>1) Updates Rule 4 to reference "Note 1".</p> <p>2) Inserts new Rule 5, retroactive to December 6, 2004, to document increases in pay for SES under 5 CFR 534.404(c)(4) using new legal authority VWT.</p> <p>3) Inserts new Rule 6, retroactive to December 6, 2004, to document increases in pay for SES under 5 CFR 534.404(c)(3) using new legal authority VWZ.</p> <p>4) Inserts new Rule 7 to reference an adjustment in the rate of basis pay for SES, and renumbers remaining Rules accordingly.</p> <p>5) Changes reference for "Note 2" to "Note 1".</p>

The Guide to Processing Personnel Actions (4)

Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
17-33 thru 17-34	41 April 6, 2003	17-33 thru 17-34	These pages were inadvertently left out of Update 43 when it was distributed so they are included with this Update. Rule 28 was shown on Page 17-34 instead of page 17-35. There are no changes to the information shown.
24-1 thru 24-10	various	24-1 thru 24-10	<ul style="list-style-type: none"> <li>1) Reissues Chapter in its entirety deleting footnotes.</li> <li>2) Changes the bullet on page 24-4 from "j" to "h".</li> <li>3) Updates Rule 5 in Table 24-C on page 24-9, retroactive to June 22, 2004, to allow the Bureau of Labor Statistics to use Remark M85 for economic assistant positions.</li> </ul>
29-7 thru 29-7	Update 43 July 25, 2004	29-7 thru 29-7	1) Updates legal authority VWN from "5 USC 5597" to 5 USC 9902(l) in Rule 19, retroactive to August 12, 2004.

**Table 4-C. Determining the Pay Rate Determinant (PRD), continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
20	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705		R
21	Is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Management and Budget in consultation with the Office of Personnel Management				C
22	Retains pay without time limitation, at a pay rate above the maximum rate for the grade, for reasons other than those discussed in the rules above	prior to Jan. 11, 1979, the employee and his or her position was converted from one pay plan to another	the employee was not entitled to other grade or pay retention		2
23		is paid a saved rate and no other code is applicable (for example, when employee is promoted from a special rate position to a non-special rate position and receives a saved rate under 5 CFR 531.205(a)(3))			4
24		on or before June 30, 1984, the employee was a Foreign Service domestic employee who converted to the General Schedule in accordance with Public Law 96-465			2

Table 4-C. Determining the Pay Rate Determinant (PRD), continued

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
25	>Retains pay without time limitation, at a pay rate above the maximum rate range for reasons other than those discussed in the rules above	after January 11, 2004, SES member is paid above level III of the Executive Schedule	may not suffer a reduction in pay as a result of transferring to an agency with a maximum SES rate of basic pay equal to level III of the Executive Schedule (5 CFR 534.404(h)(2); or, as a result of his or her employing agency losing certification of the applicable performance appraisal system for SES members under 5 CFR 430.405(h) (5 CFR 534.403(b)).		2<
> 26 <	Is in an Interim Geographic Area (IGA) or a Law Enforcement Officer (LEO) pay area	Continues to receive an adjusted rate of pay based on top of a nationwide or worldwide special salary rate			M

## NOTES:

1. Use PRD "7" on the action that appoints the employee at the superior qualifications rate; then use PRD "0" on subsequent actions.
2. Use PRD "5" on the action that appoints the employee at the superior qualifications rate; then use PRD "6" on subsequent actions while the employee receives a special rate of pay.

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
13	Service in a position filled under 38 U.S.C. 7401(1) or 38 U.S.C. 7401(3) in the Division of Medicine and Surgery, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BLM	CS Rule 6.7–VA Agr
14			Career-Conditional	101	Career-Cond Appt		
15		Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt		
16			Career-Conditional	501	Conv to Career-Cond Appt		
17	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is moving from the DVA without a break in service or is being reappointed within one year following involuntary separation from the DVA without personal cause	Career	100	Career Appt		
18			Career-Conditional	101	Career-Cond Appt		

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
19	Service in a position in the Canteen Management Program of the Veterans Canteen Service, Department of Veterans Affairs (DVA)	Is being converted to another appointment in the DVA or being converted in another agency within one year following involuntary separation from the DVA without personal cause	Career	500	Conv to Career Appt	BLM	CS Rule 6.7—VA Agr
20			Career-Conditional	501	Conv to Career-Cond Appt		
21	Service under the >Defense Civilian Intelligence Personnel System (DCIPS)<	Is moving from the >DCIPS< without a break in service to an appointment in a different agency or is being reappointed within one year following involuntary separation without personal cause	Career	100	Career Appt	BNM	CS Rule 6.7—>DCIPS< Agr
22			Career-Conditional	101	Career-Cond Appt		
23		Is being converted to another appointment in the same agency without a break in service or is being converted to another appointment in your agency within one year following involuntary separation from the >DCIPS< without personal cause (see Note 2 of this table)	Career	500	Conv to Career Appt		
24			Career-Conditional	501	Conv to Career-Cond Appt		

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
25	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the General Accounting Office	Is not employed by your agency	Career	100	Career Appt	ZQM	31 U.S.C. 732(g)
26			Career-Conditional	101	Career-Cond Appt		
27		Is already employed by your agency	Career	500	Conv to Career Appt		
28			Career-Conditional	501	Conv to Career-Cond Appt		
29	Completion of one year of continuous service under a nontemporary appointment under the personnel system of the Administrative Office of the U.S. Courts	Is not employed by your agency	Career	100	Career Appt	ZTU	28 U.S.C. 602
30			Career-Conditional	101	Career-Cond Appt		
31		Is already employed by your agency	Career	500	Conv to Career Appt		
32			Career-Conditional	501	Conv to Career-Cond Appt		
33	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is moving from a DoD NAFI without a break in service or is being reappointed within one year following involuntary separation from a DoD NAFI without personal cause	Career	100	Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr
34			Career-Conditional	101	Career-Cond Appt		

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
35	Service in a non-appropriated fund instrumentality (NAFI) of the Department of Defense (DoD)	Is being converted to another appointment in the DoD or being converted in another agency within one year following involuntary separation from a DoD NAFI without personal cause	Career	500	Conv to Career Appt	BNN	CS Rule 6.7—DoD/NAF Agr
36			Career-Conditional	501	Conv to Career-Cond Appt		
37	>Service with DHS Federal Air Marshals Service (FAMS)	Is moving from the FAMS personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNT	CS Rule 6.7 - DHS, FAMS Agr<
38			Career-Conditional	101	Career-Cond Appt		
39		Is being converted to another appointment in DHS or being converted in another agency within one year following involuntary separation from DHS without personal cause (including resignation after receiving advance notice of impending reduction in force)	Career	500	Conv to Career Appt		
40			Career-Conditional	501	Conv to Career-Cond Appt		

**Table 9-D. Appointment Based on Service in the Legislative or Judicial Branch of Government or Under Another Merit System (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If Selection is Based on</i>	<i>And the Person</i>	<i>And the Appointment is</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 1 of this table)</i>
>41	Service with International Boundary Water Commission	Is moving from IBWC personnel system without a break in service after completing at least 1 year of continuous service, or is being reappointed within one year following involuntary separation without personal cause after completing at least 1 year of continuous service	Career	100	Career Appt	BNR	CS Rule 6.7 - IBWC Agr<
42			Career-Conditional	101	Career-Cond Appt		
43		Is being converted to another appointment within your agency within one year following involuntary separation from IBWC without personal cause (including resignation after receiving advance notice of impending reduction in force	Career	500	Conv to Career Appt		
44			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

1. *ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authority or authorities required by this table. Cite *ZLM* immediately after the authority or authorities required by this table.
2. Rules 23 and 24 will apply when a former >Defense Civilian Intelligence Personnel System (DCIPS)< employee is employed in your agency after an involuntary separation without personal cause from >DCIPS< and then is converted to career or career-conditional appointment within one year of the >DCIPS< separation.

**Chapter 10. Nonstatus Appointments in the Competitive Service**  
**(Natures of Action 107, 108, 112, 115, 120, 122, 124, 190, 507, 508, 512, 515,**  
**520, 522, 524, 590, 760, and 765)**

**Contents**

---

	<b>Page</b>
1. Coverage .....	10-3
2. Definitions .....	10-3
3. Special Conditions .....	10-3

**Job Aids**

Instructions for Processing Personnel Actions on Nonstatus Appointments in the Competitive Service .....	10-5
---	------

**Tables**

10-A. <b>Reserved</b>	
10-B. Appointment Not-to-Exceed .....	10-13
10-C. Provisional Appointment Not-to-Exceed .....	10-22
10-D. ***	
10-E. Term Appointment .....	10-27
10-F. Status Quo Employment .....	10-33
10-G. Emergency Appointment .....	10-37
10-H. Overseas Limited Appointment .....	10-41
10-I. Remarks to be Shown on the Standard Form 50 .....	10-47

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

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

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

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

**Chapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details**  
**(Natures of Action 702, 703, 713, 721, 740, 741, 769, and 770)**

**Contents**

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	<b>PAGE</b>
1. Coverage .....	14-3
2. Definitions .....	14-3
3. Selection of Legal Authority .....	14-5
4. Use of Standard Form 52 .....	14-6
5. Special Conditions .....	14-6

**Job Aids**

Instructions for Processing Personnel Actions in Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details .....	14-7
When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change, or Detail .....	14-9

**Tables**

14-A. Documentation of Details .....	14-13
14-B. Promotion in the Competitive Service .....	14-15
14-C. Promotions in the Excepted Service .....	14-19
14-D. Reassignments in the Competitive Service .....	14-21
14-E. Reassignments in the Excepted Service .....	14-23
14-F. Reassignments in the Senior Excepted Service .....	14-24
14-G. Changes to Lower Grade in the Competitive Service .....	14-25
14-H. Changes to Lower Grade in the Excepted Service .....	14-31
14-I. Position Change Actions in the Competitive Service .....	14-37
14-J. Position Change Actions in the Excepted Service .....	14-43
14-K. Remarks Required in Special Situations .....	14-47
14-L. Codes and Corresponding Remarks .....	14-51

## Chapter 14. Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details

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### 1. Coverage.

#### a. This chapter covers:

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

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

(3) Details.

#### b. This chapter does not cover:

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

(2) Movement *between* the competitive, excepted, and senior executive services. Document such a move as a conversion to an appointment. (See instructions in Chapters 9-

13.)

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

(4) Promotion and change to lower grade of an employee who is serving on a temporary appointment pending establishment of a register in *other than* a Worker Trainee position. Such an employee may move to a position at a higher or lower grade only by conversion to another appointment. (See Chapters 9-13.) However, an employee who is serving on a temporary appointment pending establishment of a register in a Worker-Trainee position, *may* be promoted to grades up to General Schedule 3 or Wage Grade 4 (or equivalent grades in the Federal Wage System).

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

### 2. Definitions.

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

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

**b. Promotion.**

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

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

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

**d. Change to Lower Grade.**

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

(2) When both the old and the new positions are under the same type ungraded wage schedule or in different pay-method

categories, a change to lower grade changes the employee to a position with a lower rate of basic pay.

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

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

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

retained grade is General Schedule 9 is temporarily assigned to a position at General Schedule 6 or General Schedule 9, the nature of action is Position Change NTE.)

**h. Agency** [as used in this **Guide**] is 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 services. 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 other organizations within the Department of Defense that have agency codes that begin with “DD” (for example, DD04) are considered as one agency.

### 3. Selection of Legal Authority

**a. Meaning of “equivalent to CS Regs.”**  
For some actions covered by this chapter, the legal authority you place on the action will depend upon whether the action is being taken under civil service laws or regulations, under agency procedures that are similar or equivalent to those required under civil service laws or regulations, or under other procedures. The rule you follow to select the legal authority will depend upon your knowing what procedures are being used. For example, you may have to know if the action is being taken under “5 U.S.C. 75” (chapter 75 of title of 5 of the U.S. Code, “Adverse Actions”), under agency procedures that are equivalent to 5 U.S.C. chapter 75 (“5 U.S.C. 75 Eq”), or under other procedures. There are some agencies that are

not covered by the civil service laws and regulations, and there are some employees who are not covered because of the appointments on which they serve. If your agency is not covered by civil service procedures, or the employee who is the subject of the action is not covered, your agency may have its own procedures to follow--(ones that are similar to or equivalent to the civil service procedures) or your agency may have followed other procedures that are different from those required by the civil service laws or regulations. If you are not sure whether the employee who is the subject of the action, is covered by civil service procedures applicable to that particular action, or by equivalent agency procedures, ask the personnel specialist who approved the action. *You cannot determine the correct authority without knowing the procedures being used to effect the action.*

**b. Actions for Which the Agency Must Select the Authority.** For some actions covered by this chapter, you will be given a legal authority code and be told to cite the appropriate authority. To document one of these actions, you will have to learn from the personnel specialist who approved the action how that action was handled:

(1) If a specific law, Executive Order, or regulation was the basis for the action, cite that law, Executive Order, or regulation in the authority block on the Standard Form 50, *along with the legal authority code shown in the table.*

(2) If the agency has internal regulations, an agency manual, or an employee code of conduct or ethics that provides penalties for violations or misdeeds, cite the agency regulation or the agency manual or code of

conduct reference in the authority block on the Standard Form 50 *along with the legal authority code shown in the table.*

(3) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) and (2) above, show in the authority block on the Standard Form 50 “5 U.S.C. 302,” *along with the legal authority code shown in the table.* (5 U.S.C. 302 is the general authority for an agency head to delegate authority to take actions necessary to carry out personnel actions.) Cite it only when no other authority is appropriate for the action being processed; its use should be very rare.

#### **4. Use of Standard Form 52.**

For change-to-lower-grade actions that end temporary promotions on their not-to-exceed dates, use of the Standard Form 52 is optional; the Standard Form 50 may be prepared directly from the data in the agency's personnel data system. For details, other than a detail of a Federal employee under the IPA, a Standard Form 52 is used to document the request and approvals when required by Table 14-A. For all other actions described in this chapter, a Standard Form 52 is required to document the requested action and its approvals, and to prepare the Standard Form 50.

#### **5. Special Conditions.**

When effecting promotions, reassignments, changes to lower grade, or position change actions, certain special conditions may impact the documentation of the personnel actions and require additional instructions.

**a. Employee is eligible for a within-grade increase on the same date.** When the employee is eligible for a within-grade increase (WGI) on the same date as another action (for example, a promotion), both actions may be documented on the same Standard Form 50. (Note that each one is reported separately to the Central Personnel Data File (CPDF).) In these cases, document the within-grade increase action first (in blocks 5A-5F) and then document the promotion action (in blocks 6A-6F) of the Standard Form 50.

**b. Employee's work schedule or the number of hours worked will also change.** If the employee's work schedule, or the number of hours he or she works on a part-time basis, will change as a result of the action being processed, the new schedule/hours must be documented. Follow the instructions in Chapter 24 to select the nature of action, authority and remarks for the change in work schedule or hours. If the other action and the change in work schedule or hours are being documented on a single Standard Form 50), enter the nature of action and authority for the change in work schedule or hours in blocks 6A-6F; for a 782/Chg in Hours action, also enter the new hours per pay period in block 33. When a return to duty and another action (for example, a promotion) are effective on the same date as a change in work schedule or hours, and the return to duty and the other action are being reported on the same Standard Form 50, document the new work schedule in block 32 and the new hours in block 33; there is no need for a separate Standard Form 50 for each nature of action.

**c. Employee is absent in military service or because of compensable injury.**

Employees with restoration rights who are absent for military duty may be promoted or reassigned, but may not be changed to lower grade or be subject to position change actions. Employees who are absent because of compensable injury are subject to the same terms and conditions of employment as though they had not been injured.

File the Standard Form 52, Request for Personnel Action, on right side of the Official Personnel Folder; prepare and distribute

Standard Form 50 after employee returns, moving the Standard Form 52 from right side to the left side of Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove the Standard Form 52 from the employee's folder and destroy it.

**d. An employee on a temporary promotion receives a permanent promotion.** Unless agency instructions require that an employee who is on a temporary promotion be returned to the former position prior to making a permanent promotion, there is no requirement to do so.

**Job Aid**

**Instructions for Processing Personnel Actions in Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details**

STEP	ACTION							
1	Compare data on the Standard Form 52, Request for Personnel Action, submitted by requesting office with the last action in the employee's Official Personnel Folder to be sure they are correct.							
2	<p>Use job aid, <b>When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail</b>, to decide whether the action is a promotion, change to lower grade, reassignment, position change or detail.</p> <p>When an employee moves to an agency activity that is serviced by another personnel office, the office that services the gaining activity processes the promotion, reassignment, etc. If the losing personnel office needs an action to “drop” the employee from its data system, that office uses an agency nature of action in the 900-series to do so.</p>							
3	<p>Use the tables in this chapter to determine appropriate documentation of the action.</p> <table border="1" data-bbox="337 898 1386 1787"> <thead> <tr> <th data-bbox="337 898 802 955"><i>When Action is a</i></th> <th data-bbox="802 898 1386 955"><i>Then</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="337 955 802 1012">Detail</td> <td data-bbox="802 955 1386 1012">Use Table 14-A.</td> </tr> <tr> <td data-bbox="337 1012 802 1787">Promotion, reassignment, change to lower grade, or position change</td> <td data-bbox="802 1012 1386 1787"> <p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion ..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade ..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion ..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade ..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p> </td> </tr> </tbody> </table>		<i>When Action is a</i>	<i>Then</i>	Detail	Use Table 14-A.	Promotion, reassignment, change to lower grade, or position change	<p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion ..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade ..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion ..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade ..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>
<i>When Action is a</i>	<i>Then</i>							
Detail	Use Table 14-A.							
Promotion, reassignment, change to lower grade, or position change	<p>Use the tables listed below to select nature of action and authority for the action. Enter them in blocks 5A-5F of the Standard Form 50.</p> <p style="text-align: center;"><i>For Use Table</i></p> <p>Competitive Service:</p> <p>Promotion ..... 14-B</p> <p>Reassignment ..... 14-D</p> <p>Change to Lower Grade ..... 14-G</p> <p>Position Change ..... 14-I</p> <p>Excepted Service:</p> <p>Promotion ..... 14-C</p> <p>Reassignment ..... 14-E</p> <p>Change to Lower Grade ..... 14-H</p> <p>Position Change ..... 14-J</p> <p>Senior Executive Service:</p> <p>Reassignment ..... 14-F</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>							
<i>Continued on next page</i>								

**Job Aid****Instructions for Processing Personnel Actions in Promotions, Changes to Lower Grade, Reassignments, Position Changes and Details, continued**

STEP	ACTION	
4	In addition to the tables listed above for the specific types of actions, use Tables 14-K and 14-L to select remarks/remarks codes required by the Office of Personnel Management for the action. Also select any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.	
5	A Standard Form 52, Request for Personnel Action, will be used for processing most of the actions in this chapter.	
	<p style="text-align: center;"><i>If a Standard Form 52 is</i></p> <p>Required for the action</p>	<p style="text-align: center;"><i>Then</i></p> <p>Fill in the blocks on the Standard Form 52 as required by instructions in Chapter 4 and this job aid. Follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.</p> <p>Use the information on the Standard Form 52 to prepare the Standard Form 50; refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.</p>
	<p>Not required for the action</p>	<p>Use the information in the employee's Official Personnel Folder or in your agency's personnel data system to prepare the Standard Form 50. Refer to Chapter 4 of this <b>Guide</b> to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.</p>
6	When the Standard Form 52 is used to document a detail, file it on the right side of the employee's Official Personnel Folder (OPF); file the Standard Form 52 for other actions on left side of the employee's Official Personnel Folder. Check <a href="#">The Guide to Personnel Recordkeeping</a> to decide if any of the other documents submitted with or created in connection with the action should be filed on the right side of employee's Official Personnel Folder. Follow your agency's instructions to dispose of those not filed in the folder.	
7	If the person will be serviced by a new payroll office as a result of the action, give the employee, before the effective date of the action, a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance. Show the full name and address of the payroll office where the individual's records were maintained.	
8	Distribute completed copies of the forms according to your agency's instructions.	

**Job Aid**

**When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
1	Employee moves to another position in the same agency.	Is entitled to begin or continue a period of grade retention as a result of the action	Position Change
2		Move is to a position at the retained grade while employee is on grade retention	
3	Employee, who has been serving on a 703/Promotion NTE, receives another temporary promotion		Promotion NTE (There is no need to process a Change to Lower Grade to end the first temporary promotion. The new Promotion NTE automatically ends first one.)
4	Employee moves from a General Schedule position at grade 15 or below, or an equivalent position, to a senior-level (SL) or scientific or professional (ST) position	Does not begin or continue a period of grade retention as a result of the action	Promotion
5	Employee moves to a position at a higher grade level within the same job classification system and pay schedule		
6	Employee moves to a position with a higher rate of basic pay in a different job classification system and pay schedule		
7	Employee moves from a senior-level (SL) or scientific or professional (ST) position to a General Schedule position at grade 15 or below, or an equivalent position		

**Job Aid****When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail, continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
8	Employee moves from one position under the General Schedule to another position at a lower grade under the General Schedule	Does not begin or continue a period of grade retention as a result of the action	Change to lower grade
9	Employee moves to a lower graded position under the same wage grade schedule		
10	Employee moves to a lower rate of basic pay under the same type of ungraded wage schedule		
11	Employee moves to a position at a lower rate of basic pay in a different pay-method category		
12	Employee is temporarily assigned to a different position for a specified period and will return to regular duties at the end of the assignment		
13	Employee moves into your agency when employee's function is transferred from another agency to your agency	Employee's position title, series and grade do not change	Mass Transfer (See instructions in Chapter 21 of this <b>Guide</b> .)
14	Employee moves within your agency when the function employee performs is moved from one organization or activity in your agency to another		Realignment (See instructions in Chapter 21 of this <b>Guide</b> .)
15	A new occupational series or a new series and position title are assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in employee's grade and in employee's duties and responsibilities).	Change in Data Element (See Chapter 28 of this <b>Guide</b> for instructions.)

**Job Aid**

**When to Process a Promotion, Change to Lower Grade, Reassignment, Position Change or Detail, continued**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If</i>	<i>And</i>	<i>Then the Action is a</i>
16	Employee moves to another position in the same agency or is assigned to a new position description when his or her job is redescribed	The move is not described in Rules 1-15.	Reassignment
17	A new position number or new administrative title is assigned to employee's position	No other change occurs in employee's position (that is, no change occurs in the occupational series, the grade, or in the duties and responsibilities.)	(NO action is required by the Office of Personnel Management to document the change. If your agency requires that the change be documented, your agency may develop a nature of action code/nature of action in the 900-series to do so.)

**Table 14-A. Documentation of Details**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>
	<i>If Detail is</i>	<i>And</i>	<i>Then</i>
1	To State or local government, or other eligible organizations under the authority of the Intergovernmental Personnel Act (IPA) (See Note 3 of this table)	a) Action is a detail; or b) Detail is extended; or c) Detail is terminated	Document with an SF-50: Legal Auth NYM/Reg. 334.101 a) Nature of Action 730/Detail NTE (Date); or b) Nature of Action 731/ Ext Detail NTE (Date); or c) Nature of Action 732/Term of Detail NTE (Date)
2	To an international organization		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date.
3	To a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position		No documentation is required.
4	For more than 30 but less than 120 days to a different position (i.e., to one that is not described in rule 2 of this table)	Is to a higher grade position	Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 1 of this table)
5		Is to a position with promotion potential	
6		Is to a position at the same or a lower grade which does not have promotion potential	No documentation is required.
7	For 120 days or more		Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and its not-to-exceed date. (See Note 2 of this table)

**NOTES:**

1. If a detail that was originally made for 30 days or less (and thus was not documented with an SF 52) extends beyond 30 days, prepare an SF 52 showing as the effective date the date on which the detail actually began.
2. If a detail that was originally made for less than 120 days (and thus was not documented with an SF 52) extends to 120 days or more, prepare an SF 52 showing as the effective date the date on which the detail actually began.
3. File the SF-50 on the right side of the OPF. Do not submit this information in your agency's Central Personnel Data File (CPDF) submission.

Table 14-B. Promotions in the Competitive Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Promotion of an Administrative Law Judge under conditions described in Reg. 930.204	Is on a temporary basis	703	Promotion- NTE (date)	SZR	Reg. 930.204	
2		Is not on a temporary basis	702	Promotion			
3	Competitive selection under agency Merit Promotion or Merit Staffing Procedures	Is on a temporary basis	703	Promotion- NTE (date)	N3M	Reg. 335.102 Comp	K12
4		Is not on a temporary basis	702	Promotion			
5	To remove time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 2 of this table)				N2M	Reg. 335.102	K13
6	Competitive selection that removes the time limitation on a Promotion NTE by making it permanent				N3M	Reg. 335.102 Comp	K12
7	Reclassification of a position at a higher grade because of additional duties and responsibilities				N7M	Reg. 335.102 Reclass	K26

Table 14-B. Promotions in the Competitive Service (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	The upgrading of a position as a result of the implementation of a new or revised OPM classification or job grading standard or classification guide		702	Promotion	VGP	5 U.S.C. 5107	K23
9	The upgrading of a position as a result of the correction of an initial classification error				N5M	Reg. 335.102 Upgrading	K27
10	Noncompetitive advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures (e.g., from a civil service register, under direct hire, or under an agency merit promotion program)				N6M	Reg. 335.102 Career Prom	
11	Promotion of an employee who is serving in a Worker-Trainee position on a temporary appointment pending the establishment of a register (TAPER)				MBM	Reg. 316.201(b)	

Table 14-B. Promotions in the Competitive Service (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If The Basis Of Promotion Is</i>	<i>And The Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
12	An exception to competitive promotion procedures not described in Rules 7-11 (e.g., repromotion to a grade previously held)	Is on a temporary basis	703	Promotion- NTE (date)	N8M	Reg. 335.102 Except to Comp	
13		Is not on a temporary basis	702	Promotion			
14	Selection from the Reemployment Priority List	Is to a grade previously held on a nontemporary basis in the competitive service from which the employee was demoted under 5 CFR 351			NUM	Reg. 330.207	
15	Extension of a Promotion NTE (or of a Position Change NTE that occurred before grade retention terminated)	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Reg. 335.102 Comp	K12
16		May be extended without competition			N8M		

## 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.

If SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

2. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.

3. See Table 14-L to translate codes into actual remarks.

Table 14-C. Promotions in the Excepted Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Promotion of a VRA appointee	Is not on a temporary basis	702	Promotion	J8M	Pub. L. 107-288	
2		Is on a temporary basis	703	Promotion- NTE (date)			
3	Promotion of a non-U.S. citizen serving overseas under CS Rule 8.3				BPM	CS Rule 8.3	
4		Is not on a temporary basis	702	Promotion			
5	Removal of time limitation placed on last promotion by making it permanent				(Same auth code as was used for Prom—NTE action)	(Same authority as was used for the Prom— NTE action)	K13
6	Assignment (under circumstances not covered in Rules 1-5) to a position which can be filled under the authority that was used for employee's appointment	Is on a temporary basis	703	Promotion-NTE (date)	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	
7		Is not on a temporary basis	702	Promotion	(Same auth code as was used for the appt)	(Same auth as was used for the appt) (see Note 3 of this table)	

Table 14-C. Promotions in the Excepted Service (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis of Promotion Is</i>	<i>And the Promotion</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
8	Extension of a Promotion NTE		769	Ext of Promotion NTE (date)	(Enter same auth code as was used for the Promotion NTE)	(Enter same authority as was used for the Promotion NTE)	

## 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.  
If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.
2. See Table 14-L to translate codes into actual remarks.
3. For information on Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).

Table 14-D. Reassignments in the Competitive Service

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Reassignment of an Administrative Law Judge under conditions described in Reg. 930.205	721	Reassignment	SZS	Reg. 930.205	
2	Competitive selection under agency merit promotion or merit staffing procedures			N3M	Reg. 335.102 Comp	K12
3	Reduction in force			PNM	Reg. 351.603	
4	Placement in lieu of separation when employee has no RIF assignment right			C1M	Reg. 351.201(b)	
5	Contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)	
6	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position			L9M	Reg. 315.907	K43
7	Reclassification (or redescription) of employee's position due to implementation of a new or revised OPM classification or job grading standard or classification guide			VGP	5 U.S.C. 5107	K23
8	Reclassification (or redescription) of employee's position (i.e., change in title, series, and/or duties) when Rule 7 does not apply			N7M	Reg. 335.102 Reclass	K27
9	Employee moves to a position with greater growth potential or offering opportunity for promotion when competition is waived because employee is entitled to priority referral or placement without competition			N8M	Reg. 335.102 Except to Comp	

Table 14-D. Reassignments in the Competitive Service

U L E	A	B	C	D	E	F
	<i>If the Basis For Reassignment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Notes 1 and 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
10	Selection from the agency's Reemployment Priority List	721	Reassignment	NUM	Reg. 330.207	
11	Selection from the agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
12	Reassignment when Rules 1-11 do not apply			N2M	Reg. 335.102	

## NOTES:

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.203(d)(2)(vii).

2. *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.

If the action is being taken under delegation agreement between the agency and OPM, or under a general delegation of authority to agencies, cite *BWM: OPM Delegation Agr* following the authorities required by this table and *ZLM*, if used.

If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

3. See Table 14-L to translate codes into actual remarks.

**Table 14-E. Reassignments in the Excepted Service**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
	<i>If Reassignment Is</i>	<i>Then NOAC Is</i>	<i>Nature of Action Is</i>	<i>Legal Auth Code Is (See Notes below)</i>	<i>And Legal Authority Is</i>
1	Of a VRA appointee	721	Reassignment	J8M	Pub. L. 107-288
2	Of a non-U.S. citizen serving overseas under CS Rule 8.3			BPM	CS Rule 8.3
3	Effected under reduction-in-force procedures			PNM	Reg. 351.603
4	Because of contracting out of functions under OMB Circular A-76			PNR	Reg. 351.603 (A-76)
5	To a position that can be filled under the authority that was used for employee's appointment			(Same auth. code as was used for the appt.)	(Same authority as was used for the appointment)

## NOTES:

1. When a special salary rate is being used as an employee's "highest previous rate" to set salary in the reassignment, cite as the second authority (in blocks 5-E and 5-F or 6-E and 6-F) QTM/Reg. 531.203(d)(2)(vii).

2. **If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite ABR: Reg 330.608 following the authorities required by this table and ZLM, if used.** *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. If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

3. For information on Schedule A, B, and C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).

**Table 14-F. Reassignments in the Senior Executive Service**

<i>RULE</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Employee Is</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is (See Notes below)</i>	<i>And Authority Is</i>
1	Serving on an SES Career Appt	Action results from an unsatisfactory performance rating	721	Reassignment	VFJ	5 U.S.C. 4314(b)(3)
2		Action results from reduction in force			VDM	5 U.S.C. 3595(b)(3)(A)
3		Action is not described in Rules 1 or 2 above			V5M	5 U.S.C. 3395(a)(1)(A)
4	Serving on an SES Noncareer Appt				V9M and AWM	5 U.S.C. 3395(d)(1) and OPM Form 1652
5	Serving on an SES Limited Emergency Appt				V7M and AWM	5 U.S.C. 3395(b)(1) and OPM Form 1652
6	Serving on an SES Limited Term Appt				V8M and AWM	5 U.S.C. 3395(b)(2) and OPM Form 1652

## 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.

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 3 of this table)</i>
1	Competitive selection under agency merit promotion or merit staffing procedures			713	Chg to Lower Grade	N3M	Reg. 335.102 Comp	K12
2	To return employee to the prior position, or a position of an equivalent grade and pay, after temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade higher than the retained grade			N2M	Reg. 335.102	K16, X37, X45
3		Employee is <i>not</i> entitled to grade retention under 5 U.S.C. 5362						K16
4	Reduction-in-force procedures when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM	Reg. 351.603	
5	Placement in lieu of separation when employee has no reduction-in-force assignment right	Employee is not entitled to grade retention				N2M and C1M	Reg. 335.102 and Reg. 351.201(b)	

**Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
6	Placement resulting from contracting out of functions under Office of Management and Budget Circular A-76 when employee is not entitled to grade retention		713	Chg to Lower Grade	PNR	Reg. 351.603 (A-76)	
7	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide when employee is not entitled to grade retention	Action is effected under 5 U.S.C. chapter 75			VGP and VAJ	5 U.S.C. 5107 and 5 U.S.C. ch. 75	K23
8		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VGP and VHJ	5 U.S.C. 5107 and 5 U.S.C. 75 Eq	
9		Action is not covered by Rules 7 and 8			VGP and USM	5 U.S.C. 5107 and (Cite authority for the action)	

Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
10	Reclassification of a position to lower grade when employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. ch. 75	713	Chg to Lower Grade	VAJ and N7M	5 U.S.C. 75 and Reg. 335.102 Reclass	K27
11		Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75			VHJ and N7M	5 U.S.C. 75 Eq and Reg. 335.102 Reclass	
12		Action is not covered by Rules 10 and 11			USM and N7M	(Cite authority for the action) and Reg. 335.102 Reclass	
13	An exception to competitive staffing procedures not covered under Rules 7-12				N8M	Reg. 335.102 Except to Comp	
14	Employee's request to be moved to a lower grade position				N2M	Reg. 335.102	M20
15	Employee's failure to satisfactorily complete probationary period for supervisory (or managerial) position (see Note 4 of this table)				L9M	Reg. 315.907	K43

**Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board		713	Chg to Lower Grade	VAA	5 U.S.C. 1204	
17	Employee's unacceptable performance (when conduct is not a factor)	Action is effected under 5 CFR part 432			QGM	Reg. 432.101	
18		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 432			QHM	Reg. 432.101 Eq	
19		Action is effected under 5 CFR part 752, subpart D			VWP	5 U.S.C. 7513	
20		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 752, subpart D			VWR	5 U.S.C. 7513 Eq	
21		Selection from the agency's Reemployment Priority List			NUM	Reg. 330.207	
22	Selection from the agency's Career Transition Assistance Plan		ABR		Reg. 330.608		

**Table 14-G. Changes to Lower Grade in the Competitive Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis for the Action is</i>	<i>And</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is (See Note 2 of this table)</i>	<i>Remarks (See Note 3 of this table)</i>
23	Is not covered by Rules 1-22 and does not entitle employee to grade retention under 5 U.S.C. 5362	Action is effected under 5 U.S.C. chapter 75	713	Chg to Lower Grade	VAJ and N2M	5 U.S.C. 75 and Reg. 335.102	
24		Action is effected under agency adverse action procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and N2M	5 U.S.C. 75 Eq and Reg 335.102	
25		Action is not covered by Rules 23 and 24			USM and N2M	(Cite agency authority for Change to Lower Grade) and Reg 335.102	

## NOTES:

1. When change to lower grade entitles the employee to pay retention under 5 U.S.C. 5363, follow the instructions in this table. When a change to lower grade results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, follow the instructions in Table 14-I.

2. *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.

3. Codes in Column H are for required remarks. See Table 14-L to translate codes into actual remarks.

4. An employee whose entitlement to grade retention ends when promoted to a supervisory or managerial position may resume the remainder of the period of eligibility if probation is not completed and the employee is returned to the position (or equivalent) in which entitled to grade retention. When this occurs, the move from the supervisory or managerial position is a "740/Psn Chg" action; follow the instructions in Table 14-I.

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
1	Change to lower grade of VRA appointee			713	Chg to Lower Grade	J8M	Pub. L. 107-288	
2	Change to lower grade of a non-U.S. citizen serving overseas under CS Rule 8.3					BPM	CS Rule 8.3	
3	Reduction in force when employee is not entitled to grade retention under 5 U.S.C. 5362					PNM and (same auth code as was used for the appt)	Reg. 351.603 and (same authority as was used for the appointment)	
4	Placement resulting from contracting out of functions under OMB Circular A-76					PNR and (same auth code as was used for the appt)	Reg. 351.603 (A-76) and (same authority as was used for the appt)	

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
5	To return employee to prior grade upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted the temporary promotion	Employee is entitled to grade retention under 5 U.S.C. 5362	Temporary promotion was to a grade <i>higher</i> than the retained grade	713	Chg to Lower Grade	(same auth code as was for Prom NTE)	(same authority as used for the Promotion NTE)	K16, X37 and X45
6		Employee is not entitled to grade retention						K16
7	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under adverse action procedures of 5 U.S.C. ch. 75			VUJ and (same auth code as was used for the appt)	5 U.S.C. 75 Reclass and (same authority as was used for the appt)	K27

Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
8	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is effected under agency procedures that are equivalent to those required under 5 U.S.C. ch. 75	713	Chg to Lower Grade	VVJ and (same auth code as was used for the appt)	5 U.S.C. 75 Reclass Eq and (same authority as was used for the appt)	K27
9	Reclassification of position to a lower grade	Employee is not entitled to grade retention under 5 U.S.C. 5362	Action is not covered by Rules 7 or 8			U3M and (same auth code as was used for the appt)	(Cite agency authority for Change to Lower Grade because of reclassification) and (same auth as was used for the appt)	
10	Employee-initiated action to move to lower grade position that can be filled under the authority that was used for the employee's appointment					(same auth code as was used for the appt)	(same authority as was used for the appt)	M20

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
11	Employee's unacceptable performance (when conduct is not a factor)	Action is effected under 5 CFR part 432		713	Chg to Lower Grade	QGM	Reg. 432.101	
12		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 432				QHM	Reg. 432.101 Eq	
13		Action is effected under 5 CFR part 752, subpart D				VWP	5 U.S.C. 7513	
14		Action is effected under agency procedures that are equivalent to those required under 5 CFR part 752, subpart D				VWR	5 U.S.C. 7513 Eq	
15	Reserved							

Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
16	An order of the Merit Systems Protection Board			713	Chg to Lower Grade	VAA	5 U.S.C. 1204	
17	Assignment of employee, under conditions not covered in Rules 1-16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under adverse action procedures of 5 U.S.C. chapter 75			VAJ and (same auth code as was used for the appt)	5 U.S.C. 75 and (same authority as was used for the appt)	
18			Is effected under agency procedures that are equivalent to those required under 5 U.S.C. chapter 75			VHJ and (Same auth code as was used for the appt)	5 U.S.C. 75 Eq and (same authority that was used for the appt)	

**Table 14-H. Changes to Lower Grade in the Excepted Service (See Note 1 of this table) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If the Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 2 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 3 of this table)</i>
19	Assignment of employee, under conditions not covered in Rules 1–16, to a lower grade position that can be filled under the authority that was used for employee's appointment	Action does not entitle employee to grade retention under 5 U.S.C. 5362	Is effected under conditions not covered in Rules 17 and 18	713	Chg to Lower Grade	USM and (same auth code as was used for the appt)	(Cite agency authority for the action) and (same authority as was used for the appt)	

## NOTES:

1. When the action results in the employee becoming entitled to pay retention under 5 U.S.C. 5363, follow the instructions in this table; when the action results in the employee becoming entitled to grade retention under 5 U.S.C. 5362, use Table 14-J.

2. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite *ABR: Reg 330.608* following the authorities required by this table and ZLM, if used. *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* as the second authority. For information on Schedule A, B, or C authorities, see 5 CFR part 213. For authority codes for Schedules A, B, and C, see Chapter 11, Figure 11-1 or [The Guide to Personnel Data Standards](#). If an SF 59 was obtained from OPM for the action, also include with the authorities *ABM: SF 59 approved (date)*. Cite *ABM* as the last authority.

3. See Table 14-L to translate codes into actual remarks.

**Table 14-I. Position Change Actions in the Competitive Service**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
1	Reorganization or reclassification decision that management has announced in writing	Action is the initial demotion		740	Psn Chg	N2M and RJM	Reg. 335.102 and Reg. 536.103(b)	X37, X61, and X45
2		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
3	Reclassification to lower grade due to the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Action is the initial demotion				VGP	5 U.S.C. 5107	K23, X37, X61, and X45
4		Action is a subsequent demotion during grade retention period				K23, X37, X38, X61, and X45		
5	Reclassification to a lower grade when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 2 of this table)	Action is the initial demotion				N2M and VQJ	Reg. 335.102 and 5 U.S.C. 5362(b)	X37, X61, and X45
6		Action is a subsequent demotion during grade retention period				X37, X38, X61, and X45		
7	Reduction in force when employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion				PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
8		Action is a subsequent demotion during grade retention period						

**Table 14-1. Position Change Actions in the Competitive Service (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
9	Placement in lieu of separation when employee has no reduction in force assignment right	Action is the initial demotion		740	Psn Chg	N2M and C1M	Reg. 335.102 and Reg. 351.201(b)	X37, X45, and X61
10		Action is a subsequent demotion during grade retention period						X37, X38, X45, and X61
11	Contracting out of functions under Office of Management and Budget Circular A-76 when employee is entitled to grade retention under 5 U.S.C. 5362	Action is the initial demotion				PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12		Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
13	Movement of employee, as a result of failure to satisfactorily complete supervisory or managerial probationary period, back to the position from which promoted (or an equivalent one)	Employee was entitled to grade retention in that former position and is entitled to complete the remainder of the original period of grade retention				L9M	Reg. 315.907	X37, X61, and X45

**Table 14-I. Position Change Actions in the Competitive Service (Continued)**

R U L E	A	B	C	D	E	F	G	H		
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>		
14	Movement of employee to a position at a grade below the retained grade when the grade retention continues	Change is on a time-limited basis (see Note 3 of this table)	Agency's Reemployment Priority List	741	Psn Chg NTE (date)	NUM	Reg. 330.207	X37, X45, and X61		
15			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608			
16			Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			N2M	Reg. 335.102			
17		Action is without time limitation	Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan	740	Psn Chg	ABR	Reg. 330.608			
18				Agency's Career Transition Assistance Plan						
19				Agency's Reemployment Priority List					NUM	Reg. 330.207
20				Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)					Agency's Career Transition Assistance Plan	740
21	Agency's Reemployment Priority List	N2M	Reg. 335.102							
22	Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan									

**Table 14-I. Position Change Actions in the Competitive Service (Continued)**

R U L E	A	B	C	D	E	F	G	H
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
23	Movement of employee who is on grade retention back to a position at the retained grade (see Note 4 of this table)	Action is on a time-limited basis	Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan	741	Psn Chg NTE (date)	N2M	Reg. 335.102	
24			Agency's Career Transition Assistance Plan			ABR	Reg. 330.608	
25			Agency's Reemployment Priority List			NUM	Reg. 330.207	
26	Extension of Position Change NTE	Competitive procedures were used for this extension or for the initial Position Change Not to Exceed	Agency's Career Transition Assistance Plan	770	Ext of Psn Chg NTE (date)			K12
27			Sources <b>other than</b> the agency's Reemployment Priority List or Career Transition Assistance Plan			ABR	Reg. 330.608	
28						N3M	Reg. 335.102 Comp	

**Table 14-I. Position Change Actions in the Competitive Service (Continued)**

R U L E	A	B	C	D	E	F	G	H
	<i>If Basis for Action is</i>	<i>And</i>	<i>And Selection was from</i>	<i>Then Nature of Action Code is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Remarks (See Note 1 of this table)</i>
29	Extension of Position Change NTE	Competitive procedures were not used for this extension or for the initial Position Change Not to Exceed		770	Ext of Psn Chg NTE (date)	N8M	Reg. 335.102 Except to Comp	

## NOTES:

1. See Table 14-L to translate codes into actual remarks.
2. Use Nature of Action 740/Position change whether employee remains in the position that was reclassified or moves to position other than the one that was reclassified.
3. Document as a *detail* a temporary or time-limited assignment to a position at the *same grade* as that of the position the employee occupies.
4. When employee is moved to a position at a grade higher than the retained grade, document the action as a 702/Promotion or 703/Promotion NTE (date).

**Table 14-J. Position Change Actions in the Excepted Service**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
	<i>If Basis For Action Is</i>	<i>And</i>	<i>And</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is (See Note 1 of this table)</i>	<i>And Codes for Required Remarks Are (See Note 2 of this table)</i>
1	Reorganization or reclassification decision that management has announced in writing	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion	740	Psn Chg	(Same auth code as was used for the appt) and RJM	(Same authority as was used for the appt) and Reg. 536.103(b)	X37, X61 and X45
2			Action is a subsequent demotion during grade retention period					X37, X38, X61 and X45
3		Employee is serving under the VRA authority	Action is the initial demotion			J8M and RJM	Pub. L. 107-288 and Reg. 536.103(b)	X37, X61 and X45
4			Action is a subsequent demotion during grade retention period			X37, X38, X61 and X45		
5	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3 of this table)	Assignment can be made under the authority that was used for employee's appointment	Action is the initial demotion			(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X61 and X45

**Table 14-J. Position Change Actions in the Excepted Service (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	
<i>U</i>	<i>If Basis For</i>	<i>And</i>	<i>And</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is</i>	<i>And Codes for</i>	
<i>L</i>	<i>Action Is</i>			<i>NOAC Is</i>			<i>(See Note 1 of</i>	<i>Required Remarks</i>	
<i>E</i>							<i>this table)</i>	<i>Are (See Note 2 of</i>	
							<i>this table)</i>	<i>this table)</i>	
6	Change in employee's grade as a result of position reclassification when employee is entitled to grade retention under 5 U.S.C. 5362(b) (see Note 3 of this table)	Employee is serving under the VRA authority	Action is a subsequent demotion during grade retention period	740	Psn Chg	(Same auth code as was used for the appt) and VQJ	(Same authority as was used for the appt) and 5 U.S.C. 5362(b)	X37, X38, X61 and X45	
7			Action is the initial demotion			J8M and VQJ		Pub. L. 107-288 and 5 U.S.C. 5362(b)	X37, X61, and X45
8			Action is a subsequent demotion during grade retention period						X37, X38, X61, and X45
9	Reduction in force	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion				PNM and VMJ	Reg. 351.603 and 5 U.S.C. 5362(a)	X37, X61, and X45
10			Action is a subsequent demotion during grade retention period						

**Table 14-J. Position Change Actions in the Excepted Service (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
<i>U</i>	<i>If Basis For</i>	<i>And</i>	<i>And</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is</i>	<i>And Codes for</i>
<i>L</i>	<i>Action Is</i>			<i>NOAC Is</i>			<i>(See Note 1 of</i>	<i>Required Remarks</i>
<i>E</i>							<i>this table)</i>	<i>Are (See Note 2 of</i>
							<i>this table)</i>	<i>this table)</i>
11	Contracting out of functions under OMB Circular A-76	Employee is entitled to grade retention under 5 U.S.C. 5362(a)	Action is the initial demotion	740	Psn Chg	PNR and VMJ	Reg. 351.603 (A-76) and 5 U.S.C. 5362(a)	X37, X61, and X45
12			Action is a subsequent demotion during grade retention period					X37, X38, X61, and X45
13	Movement of an employee who is already on grade retention to a position at a grade below his or her retained grade when grade retention continues	Assignment is made under the authority that was used for employee's appointment	Change is on a time-limited basis (see Note 4 of this table)	741	Psn Chg NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	X37, X61, and X45
14			Change is without limitation	740	Psn Chg			
15		Employee is serving under the VRA authority	Change is on a time-limited basis (see Note 4 of this table)	741	Psn Chg NTE (date)	J8M	Pub. L. 107-288	X37, X61, and X45
16			Change is made without time limitation	740	Psn Chg			

**Table 14-J. Position Change Actions in the Excepted Service (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
<i>U</i>	<i>If Basis For</i>	<i>And</i>	<i>And</i>	<i>Then</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Auth Is</i>	<i>And Codes for</i>
<i>L</i>	<i>Action Is</i>			<i>NOAC Is</i>	<i>NOA Is</i>		<i>(See Note 1 of</i>	<i>Required Remarks</i>
<i>E</i>							<i>this table)</i>	<i>Are (See Note 2 of</i>
								<i>this table)</i>
17	Employee who is on grade retention moves back to a position at his or her retained grade (see Note 5 of this table)	Change is made under the authority that was used for employee's appointment	Change is on a time- limited basis	741	Psn Chg NTE (date)	(Same auth code as was used for the appt)	(Same authority as was used for the appt)	
18			Change is without time limitation	740	Psn Chg			X36
19		Employee is serving under the VRA authority	Change is on a time-limited basis	741	Psn Chg NTE (date)	J8M	Pub. L. 107-288	
20			Change is without time limitation	740	Psn Chg			X36
21	To extend a position change NTE			770	Ext of Psn Chg NTE (date)	(Same auth code as for the Psn Chg NTE)	(Same authority as for the Psn Chg NTE)	

## NOTES:

1. If appointment was made using special selection priority under the agency's Career Transition Assistance Program (CTAP), cite *ABR: Reg 330.608* following the authorities required by this table and *ZLM*, if used.
2. See Table 14-L to translate codes into actual remarks.
3. Use NOA 740/Position change whether employee remains in the position that was reclassified or moves to another position.
4. Document as a *detail* a temporary assignment to a position at the same grade as that of the position the employee occupies.
5. When employee is moved to a position at a grade higher than the retained grade, the action is documented as a 702/Promotion or 703/Promotion NTE (date).

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</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>R U L E</i>	<i>A</i>  <i>If the Employee</i>	<i>B</i>  <i>And</i>	<i>C</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		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 (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-K. Remarks Required in Special Situations (Use as many remarks as are applicable) (Continued)**

<i>R U L E</i>	<i>A</i>  <i>If the Employee</i>	<i>B</i>  <i>And</i>	<i>C</i>  <i>Then Code For Remark Is (See Note at the end of this table)</i>
22	Moves to a position for which a special rate of pay has been established under 5 U.S.C. 5305 for recruitment and retention		P05
23	Is being assigned to a supervisory (or managerial) position in the competitive service	Prior service satisfies required supervisory (or managerial) probationary period	E45
24		Employee is not subject to a probationary period because of having served in a supervisory (or managerial) position before the effective date of this requirement	E44
25		Prior service has not satisfied a required probationary period for occupying a supervisory (or managerial) position	E46
26	Is changed to lower grade for personal cause	Grade retention entitlement is terminated	X65 and X49
27		Pay retention entitlement is terminated	X42 and X49
28	Requests a change to lower grade	Action results in termination of grade retention benefits	X65 and M20
29		Action results in termination of pay retention benefits	X42 and M20
30			M20
31	Is entitled to grade retention under 5 U.S.C. 5362	Retained grade is equivalent to the one actually held prior to the reduction that entitled employee to grade retention	X35
32	Is entitled to pay retention under 5 U.S.C. 5363	Salary is 150% of maximum rate of grade to which assigned	X41
33			X40

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

<i>R U L E</i>	<i>A</i>  <i>If the Employee</i>	<i>B</i>  <i>And</i>	<i>C</i>  <i>Then Code For Remark Is (See Note at the end of this table)</i>
34	Is being reassigned or voluntarily changed to a lower grade	Agency modified OPM qualification standards to qualify employee for the position	K01
35	Is being placed on a position for which qualifications have been waived as authorized under 5 CFR 351.703		K02
36	Is being retained on the agency's rolls under a temporary exception to RIF release	The retention has been documented with a 755/Exception to RIF Release action	K60
37	Will receive a retention allowance as part of his or her total salary		P70
38	Will receive payment for AUO as part of his or her total salary		P81
39	Is detailed to a State or local government, or other eligible organization under the IPA		K46
40	Will receive availability pay as part of his or her total salary		P99

NOTE: See Table 14-L to translate codes into actual remarks.

**Table 14-L. Codes and Corresponding Remarks (Details, Promotion, Change-to-Lower Grade, and Position Change)**

<i>R U L E</i>	<i>A</i>	<i>B</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 not above that from which downgraded without personal cause and not at employee's request.
15	K18	Position is at the full performance level.
16	K19	Successor position—employee retained in competitive service.

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

<i>R U L E</i>	<i>A</i>	<i>B</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).
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, 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 and step).
29	P19	Salary includes WGI for which employee became eligible on (date).
30	P70	Salary in block 20 includes retention allowance of \$_____.
31	P72	Salary in block 20 includes supervisory differential of \$_____.
32	P81	Salary in block 20 includes AUO of \$_____.
33	P99	Salary in block 20 includes availability pay of \$_____.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>
	<i>If Code Is</i>	<i>Then The Remark Is</i>
34	X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
35	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
36	X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
37	X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
38	X40	Employee is entitled to pay retention.
39	X41	Salary is 150% of maximum rate of grade to which assigned.
40	X42	Pay retention entitlement terminated.
41	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, promotion and training eligibility.
42	X49	Change to lower grade is for personal cause.
43	X61	Retained grade will not be used for purposes of reduction in force.
44	X65	Grade retention entitlement is terminated.

**Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
1	Within-grade increase		893	Within-grade Inc	ZLM	(Cite authority for the increase)
2	Pay change for an employee in a senior level (SL) or scientific or professional (ST) position	Change is the annual comparability adjustment	894	Pay Adj	ZLM	(Cite Reg. 534.504 plus the Executive Order containing rates of pay for the General Schedule and the Executive Schedule)
3		Change is not described in Rule 2				(Cite Reg. 534.503)
4		Change is not described in Rules 2-3				(Cite authority for the increase)  (See Note >1< of this table)
5	>Increase in the rate of basis pay of an SES member	An authorized agency official approves an increase in pay more than once during a 12-month period as stated in 5 CFR 534.404(c)			VWT	5 CFR 534.404(c)(4)
6		Adjustment in pay is not considered a “pay adjustment” for the purpose of applying the 12-month rule				VWZ

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
7	>Adjustment in the rate of basic pay for SES member		894	Pay Adj	VWH	5 U.S.C. 5383<
>8<	Initial establishment of or increase in special rate schedule				QHP and ZLM	Reg. 530.306(a)(1) and (Cite OPM issuance that published new rates)
>9<	Decrease in or discontinuance of special rates	Employee's existing rate of pay is higher than the maximum allowed for the grade or level	899	Step Adj	QMP and ZLM	Reg. 530.306(b)(1)(iii) and (Cite OPM issuance that published new rates)
>10<		Employee's existing rate of pay is equal to one of the rates in the new schedule for the grade or level			QKP and ZLM	Reg. 530.306(b)(1)(i) and (Cite OPM issuance that published new rates)
>11<		Employee's existing rate is between two rates in the regular or decreased rate schedule			894	Pay Adj
>12<	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
>13<	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304

**Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)**

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>			<i>is</i>			
<i>E</i>						
>14<	Establishment, change in, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
>15<	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

## NOTES:

>1.< For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.

**Page 17-30 is blank as Table 17-E has been deleted.**

Table 17-F. Codes and Remarks for Pay and Step Changes (\*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>An Remark Is</i>	
14	Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].	
15		Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.	
16		No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
17		Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.	
18		Employee entitled to begin another period of grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
	X61			Retained grade will not be used for reduction-in-force purposes.	
19	Employee is entitled to pay retention	Employee's salary is now 150% of maximum rate for grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
20	Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(c)(2))	X42	Pay retention entitlement terminated.	
21		Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].	

**Table 17-F. Codes and Remarks for Pay and Step Changes (\*Use as many remark codes as apply) (Continued)**

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
22	Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special Rate under 5 U.S.C. 5305.
23	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$__.
24	Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
25		Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of \$__.
26	Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.
27	Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.
28	Employee is a law enforcement officer whose total salary includes a special rate established under Sec. 403 of Public law 101-59, plus a special pay (locality) adjustment established under Sec. 404 of Public Law 101-59		P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$__.

## Chapter 24. Change in Work Schedule/Change in Hours (Natures of Action 781 and 782)

### Contents

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	<b>Page</b>
1. Coverage .....	24-3
2. Definitions .....	24-3
3. Instructions .....	24-3

### Tables

24-A	Actions Required to Document Change in Work Schedule and Change in Hours .....	24-5
24-B	Documenting Change in Work Schedule and Change in Hours .....	24-7
24-C	Remarks .....	24-9

**Page 24-2 is blank.**

## Chapter 24. Change in Work Schedule/Change in Hours

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### 1. Coverage

#### a. This chapter covers:

(1) Change in work schedule — a change in the work schedule or time basis on which an employee is paid, including change between seasonal and non-seasonal work schedules; and

(2) Change in hours — a change in the total number of hours during that day that a part-time employee is scheduled to work.

#### b. This chapter does not cover:

(1) a change in work schedule that will be effective for no more than one pay period (e.g., when a student's schedule is changed to full-time for *one* pay period at Christmas or during spring vacation);

(2) a change in employee's tour of duty (a change in the hours of the day or the days of the week during which the employee will work) when there is no change in either the work schedule or the total hours the employee will work; or

(3) a change in hours for a part-time employee that will be effective for no more than *two* pay periods.

If your agency wishes to record such changes on a Standard Form 50, Notification of Personnel Action, use a 900 series (agency-use) nature of action.

### 2. Definitions.

a. **Work schedule** is the time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent:

(1) **Full-time** usually requires an employee to work 40 hours as prescribed by the administrative workweek for that particular employment group or class;

(2) **Part-time** requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty; or

(3) **Intermittent** describes service performed without a regularly scheduled tour of duty.

b. **Seasonal employee** is one who works on an annually recurring basis for periods of less than 12 months each year.

### 3. Instructions.

a. Compare data on the Standard Form 52, Request for Personnel Action, submitted by the requesting office with the last action in the employee's Official Personnel Folder to be sure it is correct.

b. Follow the instructions in Tables 24-A and 24-B to determine the actions needed and the nature of action and authority to be entered in blocks 5-A through 5-D to document the change.

c. When employee is changing from intermittent to full-time or part-time:

(1) if he or she had FICA coverage (retirement code 2), check Chapter 10 of **The CSRS and FERS Handbook** to determine if employee will be covered by the Civil Service Retirement System or the Federal Employees Retirement System as a

result of the new work schedule. If retirement coverage changes, follow instructions in Chapter 28 to document an 803/Chg in Retirement Plan action. Document the 803 action in blocks 6A-6D and 45 of the change in work schedule action *or* on a separate Standard Form 50, Notification of Personnel Action.

(2) if he or she was ineligible for health benefits coverage, check **The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices** to determine if employee will be eligible for health benefits as a result of the new work schedule. If so, follow instructions in the **Handbook** to advise the employee on correct enrollment procedures.

(3) if he or she was ineligible for life insurance coverage, check the **Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices** to determine if employee will be eligible for Federal Employees Group Life Insurance coverage as a result of the new work schedule. If so, follow instructions in the **Handbook** to advise the employee on entitlements and options. Refer to Chapter 22 of this **Guide** to document an 881/Chg in FEGLI action. Document the 881 action in blocks 6A - 6D, 27, and 45 of the Chg in Work Schedule action *or* on a separate Standard Form 50.

**d.** Use Table 24-C to identify the remarks codes/remarks required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52. Also enter in Part F the remarks codes/remarks required for any other action processed on that Standard Form 52 as well as those required by your agency's instructions or that are necessary to explain the change in work schedule or change in hours.

**e.** Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4 of this **Guide**.

**f.** Follow instructions in Chapter 4 of this **Guide** to see how the Standard Form 50 should be completed. Follow your agency's instructions to have it signed or authenticated.

**g.** Check **The Guide to Personnel Recordkeeping** to decide if any of the documents submitted with 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.

**h.** Prepare and distribute required notices: Follow your agency's instructions to distribute documentation of the personnel action.

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

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</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>A</i>	<i>B</i>	<i>C</i>	<i>D</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 with a part-time work schedule 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.	
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>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</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 effected under civil service adverse action procedures				RAH	Reg. 752.401
3				Is NOT effected under civil service adverse actions procedures				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-C. Remarks

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</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)

R U L E	A	B	C	D
	<i>If</i>	<i>And</i>	<i>Then Remark Code is</i>	<i>Remark Is</i>
6	Reserved			
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 equaled 6 days of service credit.

Table 29. Bonuses and Awards

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Award is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>And Authority is</i>
16	A recruitment bonus		815	Recruitment Bonus	VPF	5 U.S.C. 5753
17	A relocation bonus not described in Rule 17		816	Relocation Bonus		
18	A relocation bonus for a law enforcement officer that exceeds 25% of basic pay				ZTY	P.L. 101-509, Sec. 407
19	A separation incentive for an employee who resigns or retires (see Note 1 of this table)	Employee is in the Department of Defense	825	Separation Incentive	VWN	>5 U.S.C. 9902(i)<
20		Employee is not in the Department of Defense and incentive was granted prior to 3/1/95 with approval for a delayed separation			Z2R	P.L. 103-226
21		Not Rule 19 or 20			ZAA	(Enter Agency Authority) (See Note 2)

## NOTES:

1. If documenting the Separation Incentive on the same Standard Form 50 as the separation, use blocks 6A-F and 20 of the resignation or retirement Standard Form 50 to document the 825/Separation Incentive action; document the amount of the Separation Incentive in block 20.
2. P.L. 104-208 may not be cited as the authority for a separation incentive when an agency-specific authority was granted.