

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

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Washington, DC 20415

December 21, 2008

## The Guide to Processing Personnel Actions

Update 48

### **\*\*\* 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. Unless an effective date is specified for a particular change within the table of the Summary of Changes that follows, the effective date of guidance in this document is the date shown at the top of this page.

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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 Workforce Information and Systems Requirements, 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	
3-17 thru 3-18	Update 47 December 27, 2007	3-17 thru 3-18	1) Adds a statement referencing the Job Aid in Chapter 4 which instructs how to complete block 49 of the SF-50. 2) Updates titles of publications for referencing additional information. 3) Clarifies signature requirement when a paper document is generated.
4-5 thru 4-6	Update 41 April 6, 2003	4-5 thru 4-6	Adds statement indicating that a copy of the SF-50 may be viewed on OPM's web site.
4-35 thru 4-36	Update 41 April 6, 2003	4-35 thru 4-36	Updates instructions in Block 37, section a, under "How to Complete" column relative to the bargaining unit status.
4-57 thru 4-58	Update 47 December 27, 2007	4-57 thru 4-58	Effective October 14, 2008, adds new rule 27 to Table 4-C documenting when to use new pay rate determinant code "D" which is newly established as a result of the Inspector General Reform Act of 2008.
6-17 thru 6-18	Update 47 December 27, 2007	6-17 thru 6-18	Corrects reference to title of SF-144A to "Statement of Prior Service – Worksheet."
6-25 thru 6-26	Update 47 December 27, 2007	6-25 thru 6-26	Corrects reference to title reference of SF-144A to "Statement of Prior Service – Worksheet."
9-13	Update 47 December 23, 2007	9-13	Effective September 30, 2007, legal authority code "BAE: GW004(Acquisition)" is reestablished as the expiration date for the authority has been changed to September 30, 2012. Table 9-B, Note 2 has been updated accordingly.
10-21 thru 10-22	Update 47 December 23, 2007	10-21 thru 10-22	Effective September 30, 2007, legal authority code "BAE: GW004(Acquisition)" is reestablished as the expiration date for the authority has been changed to September 30, 2012. Table 9-B, Note 2 has been updated accordingly.

## The Guide to Processing Personnel Actions (3)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
10-31 thru 10-32	Update 47 December 23, 2007	10-31 thru 10-32	Effective September 30, 2007, legal authority code “BAE: GW004(Acquisition)” is reestablished as the expiration date for the authority has been changed to September 30, 2012. Table 9-B, Note 2 has been updated accordingly.
10-39 thru 10-40	Update 47 December 23, 2007	10-39 thru 10-40	Effective September 30, 2007, legal authority code “BAE: GW004(Acquisition)” is reestablished as the expiration date for the authority has been changed to September 30, 2012. Table 9-B, Note 2 has been updated accordingly.
10-45	Update 47 December 23, 2007	10-45	Effective September 30, 2007, legal authority code “BAE: GW004(Acquisition)” is reestablished as the expiration date for the authority has been changed to September 30, 2012. Table 9-B, Note 2 has been updated accordingly.
10-55 thru 10-56	Update 47 December 23, 2007	10-55 thru 10-56	Corrects existing rule numbering which was out of sequence by changing rules previously numbered 73 and 74 to rule numbers 66 and 67, respectively.
14-13	Update 47 December 23, 2007	14-13	Revises Note 3 to indicate that information on details under the Intergovernmental Personnel Act should be submitted to the Central Personnel Data File.

## The Guide to Processing Personnel Actions (4)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
14-17 thru 14-18	Update 45 August 6, 2006	14-17 thru 14-18	Deletes border lines in columns 2, 4, 5, and 8 separating rules 15 and 16 in Table 14-B such that text is applicable to both rules in referenced columns.
15-1 thru 15-18	Various	15-1 thru 15-18	<ol style="list-style-type: none"> <li>1) Reissues chapter in its entirety deleting footnotes.</li> <li>2) Updates reference to FEGLI determination in Job Aid “Effects of Nonpay Status” consistent with Section 1102 of Public Law 110-181.</li> <li>3) Adds reference to new remark code B76 in rule 1 of Table 15-A</li> <li>4) Deletes reference to NOAC 473 in rule 3 of Table 15-B as remark code B72 is no longer applicable to NOAC 473.</li> <li>5) Establishes new remark code B76 in rule 7 of Table 15-B.</li> </ol>
19-1 thru 19-5	Various	19-1 thru 19-5	<ol style="list-style-type: none"> <li>1) Reissues chapter in its entirety deleting footnotes.</li> <li>2) Deletes obsolete reference to “Chapter 8” on page 19-3, in section 1b, as Chapter 8 has previously been abolished.</li> <li>3) Re-alphabetize item previously identified as “i” under Section 2 “Instructions” to be identified as item “h”.</li> <li>4) Effective July 6, 2008, adds new rule 7 to Table 19 documenting a continuance under Pub. Law 110-161, Section 535 for Customs and Border Protection Officer employed by the Department of Homeland Security; and establishes new legal authority code “UEM”.</li> </ol>

## The Guide to Processing Personnel Actions (5)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
28-5 thru 28-8	Update 47 December 23, 2007	28-5 thru 28-8	1) Clarifies “reason for change” in rule 3 of Table 28-A. 2) Corrects rule numbers in Table 28-A on page 28-8 from “13 to “14” and from “14” to “15” as there were previously two separate rules numbered 13 in Table 28-A.
29-7 thru 29-8	Update 47 December 23, 2007	29-7 thru 29-8	Effective January 28, 2008, update citation for legal authority code VWN in rule 28 of Table 29.
31-33 thru 31-34	Update 47 December 23, 2007	31-33 thru 31-34	1) Adds new text for rule 64 of Table 31-C documenting when to cite new remark code B76 and renumbers remaining rules accordingly. 2) Updates reference in column 3 of rule 66 from “Rule 64” to “Rule 65”.
31-37 thru 31-38	Update 47 December 23, 2007	31-37 thru 31-38	Add new rule 8 to Table 31-D providing the text for new remark code B76.

Personnel Management recommends that a back-up file be in a separate computer environment from the primary system — off-site if appropriate.

e. The system must be able to amend, delete, or add forms, and to add data to individual forms when required to respond to a Privacy Act amendment request or to comply with a settlement agreement or court order.

f. In addition to being able to produce paper copies of individual forms upon request (see paragraph 3-2a(2)), an agency must be able to list each existing, electronically-prepared Standard Form 52 and Standard Form 50, by data subject, for at least two years after the date that the electronic form was executed.

g. The agency must retain all original signed designation of beneficiary *paper* forms for the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and Federal Employee's Group Life Insurance (FEGLI) program. (Under current procedures, only the signed originals are acceptable when a claim is filed.)

### 3-3. Authentication Procedures.

a. Electronic authentication codes must be unique to the individual and defined only for those whose positions authorize and require them to initiate, sign or clear a personnel action.

b. When a person leaves a position for which an authorization code has been issued, the authorization must be cancelled immediately.

c. For each form that was cleared or signed electronically, there must be an audit trail to show *when* and *who*:

- (1) signed/approved,
- (2) cleared,
- (3) input data to, and/or

(4) changed data on the form.

d. A complete list of authentication codes and the names and titles of the individuals to whom they have been assigned must be available to Office of Personnel Management evaluators for at least two years after the date of a personnel action. The list must include names, titles, and codes designating persons for whom authorizations have been cancelled, as well as current authorizations.

e. The individual with delegated appointing authority remains the responsible official for insuring that authentication procedures and the personnel actions to which they lead are proper and meet the requirements in law.

### 3-4. Electronic Signatures.

a. A personnel action is the official record of employment and authorization of pay to the employee. The action must be approved on or before its effective date; the approval may be documented by a “signature” in either Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50. Because effective dates and approvals of personnel actions must be able to withstand administrative and legal challenge, any electronic approval signature system used in Part C-2 of the Standard Form 52 or in block 50 of the Standard Form 50 ***must be approved by the Office of Personnel Management.***

b. To be approved, an electronic signature system must include the following features:

(1) The electronic signal or symbol adopted as the approving official's signature must be unique to the signer, that is, it must be initiated by methods that distinguish the specific approving official, and it must be under his or her sole control.

(2) The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date (block 49 of the Standard Form 50, Notification of Personnel Action).

>The date in block 49 *must* satisfy the requirements for completing block 49 as addressed in the *Job Aid* in Chapter 4 entitled “Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52.”< Control procedures must be in place to insure the authenticity of data on the form, including the electronic signature. Such controls must provide reasonable assurance that deliberate or inadvertent manipulation, modification, or loss of data on the electronically stored form is detected. (For additional information, see >National Institute of Standards and Technology (NIST) Special Publication 800-38B; NIST Special Publication 800-38C; NIST Special Publication 800-38D; and Federal Information Processing Standard (FIPS) 186-2, Digital Signature Standard at

<http://csrc.nist.gov/publications>).<

(3) > If the electronic signature does not get transmitted when a paper document is generated for the employee or the OPF, the approving official’s name and title (name only if Part C-2), preceded by

“Electronically Signed by:” must be printed on the paper document (e.g., block 50 of the SF 50 reads: Electronically Signed by: Hattie Belle-Callis, Director, Human Resources Management). If the approving official’s first and last name will not fit in the space allotted for such, show the first initial followed by the last name (e.g., Electronically Signed by: H. Belle-Callis, Director, Human Resources Management.<

c. Requests for prior approval to use an electronic signature, in lieu of a personally signed paper Standard Form 50, Notification of Personnel Action, or Standard Form 52, Request for Personnel Action, must be submitted to:

**U.S. Office of Personnel Management  
Division for Strategic Human  
Resources Policy  
Deputy Associate Director,  
Center for Workforce  
Information and Systems  
Requirements  
1900 E Street, N.W.  
Washington, DC 20415-6000**

bank accounts. A married female may elect to use her maiden name as her last name provided that she uses the same name on all employment and employment-related records. If application papers reflect a nickname enclosed in parentheses or quotation marks, it is not considered part of the employee's name for personnel records.

(2) The name is recorded on the Official Personnel Folder and on Notifications of Personnel Action in the following manner:

LAST NAME [comma] SUFFIX (Jr., Sr., etc.) [comma] [space]

FIRST NAME or INITIAL [space]

MIDDLE NAME(s) or initial(s)

examples:

DOE, Jr., JOHN NMN

MARTIN, M. CATHERINE

O'REILLY, JOHN F.X.

MARTINEZ-SMITH, MARIA ELENA

When a personnel document asks for a middle name or initial, and the employee has no middle name or initial, enter "NMN." Record apostrophes and hyphens or spaces between double names only as used by the employee. Do not use titles, such as "Mr.," "Ms.," "Miss," "Dr.," and "Professor," on Notifications of Personnel Action or on the Official Personnel Folder.

**b. Effective Dates.** (1) Except as explained in Table 4-A, no personnel action can be made effective prior to the date on which the appointing officer approved the action. That approval is documented by the appointing officer's pen and ink signature or by an authentication, approved by the Office of Personnel Management, in block 50 of the Standard Form 50, or in Part C-2 of the Standard Form 52. By approving an action, the appointing officer certifies that the action meets all legal and regulatory requirements and, in the case of

appointments and position change actions, that the position to which the employee is being assigned has been established and properly classified.

(2) Unless otherwise indicated on the Notification of Personnel Action, separations and actions to terminate grade and pay retention are effective at the end of the day (midnight); all other actions are effective at the beginning of the day (12:01 a.m.).

Separations are actions that remove employees from the rolls of their agencies, for example, deaths, resignations, terminations, removals, and retirements. Any action whose nature of action code (NOAC) begins with a "3" is a separation.

(a) Follow instructions in Table 4-A to set dates in situations where approval of the appointing officer is required. Use job aid, **Comptroller General (CG) Decisions Concerning Effective Dates**, to identify Comptroller General decisions that address effective dates and how they are set in specific situations.

(b) Follow instructions in Table 4-B to set dates in those situations where prior approval of the appointing officer is not required.

**c. Approval of Personnel Actions.** (1) As explained in paragraph 4b, most personnel actions must be approved by the appointing officer on or before their effective dates. An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Only an appointing officer may sign and date the certification in Part C-2 of the Standard Form 52 or blocks 50 and 49 of the Standard Form 50 to approve an action.



(2) Under 5 U.S.C. 302, the head of an agency may delegate appointing authority to subordinates. Such delegations are generally made to the agency's director of personnel who then re-delegates the authority to other members of the personnel staff, as necessary. A delegation of appointing authority may be made to a specific individual or to the incumbent of a specific position. The delegation must be in writing and define clearly the extent of the authority being granted, for example, authority to approve all within-grade increase actions.

(3) The appointing officer is responsible for ensuring that each personnel action he or she approves meets all legal and regulatory requirements. He or she is responsible for approving determinations made by recruiters, staffing specialists, personnel assistants, and other personnel office staff with regard to legal authority for the action, qualifications, pay, suitability, etc. The appointing officer makes final pre-appointment determinations regarding citizenship, veterans' preference, minimum and maximum age limits (where appropriate), suitability, qualifying experience and education. In the case of appointments and position change actions (for example, promotions), the appointing officer ensures that the position to which the employee is assigned has been established and properly classified.

(4) Agencies must ensure that appointing authority (the authority to approve and certify actions) is delegated only to persons whose training and experience enable them to review the background material on a proposed action and determine whether it meets the necessary legal and regulatory requirements. Approval of actions is a serious responsibility that should not

routinely be assigned to clerical or other technical support personnel who may lack the necessary background and training to make the decision to approve or disapprove an action. A person who has not been a party to the recruitment, qualification, selection, and pay-setting processes on a proposed action, and who lacks information as to how these determinations were reached, cannot and should not be expected to decide whether the specific action meets legal and regulatory requirements.

#### **d. Instructions.**

(1) Follow your agency's instructions to decide which form to use to document the action. When large numbers of employees are being affected by the same action on the same effective date, use section 6 to decide if a list form of notice may be prepared in lieu of individual personnel actions. When a list form of notice is used, follow the instructions in section 6 to prepare it.

(2) When the action is documented on a Standard Form 50, >go to <http://www.opm.gov/forms/> to view the SF-50 and identify the blocks on the form. Follow the instructions in job aid, <**Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-44) and Parts C, E, and F of the Standard Form 52**, to complete the form. Explanations and definitions of codes used in the job aid are found in [The Guide to Personnel Data Standards](#). Codes for legal authorities are also listed in that **Guide**. Where the instructions in this **Guide** direct you to enter a code on the Standard Form 50, only

**Job Aid****Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued**

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
32	Work Schedule	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments and conversions to appointments,</li> <li>(2) separations,</li> <li>(3) pay change actions,</li> <li>(4) actions that move employee into and out of pay status, and</li> <li>(5) 781/Chg in Work Schedule actions.</li> </ul> <p><b>b.</b> Completion on other actions is optional; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code and definition.
33	Part-Time Hours per Biweekly Pay Period	<p><b>a.</b> Complete when block 32 shows work schedule is part-time.</p> <p><b>b.</b> Leave blank on all other actions.</p>	Self explanatory.
34	Position Occupied	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations, and</li> <li>(4) 800/Chg in Data Element actions that document the change from a Senior Executive Service Career Reserved position to Senior Executive Service General position or vice versa.</li> </ul> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code.

## Job Aid

### Instructions for Completing the Standard Form 50 and for Completing Part B (blocks 1-39) and Parts C, E, and F of the Standard Form 52, continued

<i>Block Number and Title</i>		<i>When to Complete</i>	<i>How to Complete</i>
35	Fair Labor Standards Act Category (FLSA)	<p><b>a.</b> Complete on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations, and</li> <li>(4) any action that moves employee to another position or results in a change in the code shown in that block.</li> </ul> <p><b>b.</b> Completion is optional on other actions; follow your agency's instructions.</p>	Use <a href="#">The Guide to Personnel Data Standards</a> to enter appropriate code.
36	Appropriation Code	Complete when required by your agency.	Follow your agency's instructions.
37	Bargaining Unit Status	<p><b>a.</b> Must be completed on:</p> <ul style="list-style-type: none"> <li>(1) appointments,</li> <li>(2) conversions to appointments,</li> <li>(3) separations, and</li> <li>(4) any action that moves employee to a different position or results in a change to the employee's Bargaining Unit Status.</li> </ul> <p><b>b.</b> Completion is optional on other actions.</p>	<p>Follow instructions below to select code. (Code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. Code does not indicate whether employee is or is not a member of a union.)</p> <p><b>a.</b> When employee is eligible for and represented in a bargaining unit, enter &gt;the four digits of the Bargaining Unit Status (BUS) code which is available at <a href="http://lairs.opm.gov">http://lairs.opm.gov</a>. If the unit is not listed, contact the Office of Personnel Management's Center for Workforce Relations &amp; Accountability Policy to obtain the assigned number.&lt;</p> <p><b>b.</b> When an employee is eligible but not represented in a bargaining unit, enter "7777." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.</p> <p><b>c.</b> When employee is ineligible for inclusion in a bargaining unit, enter "8888."</p> <p><b>d.</b> Consult with the agency or installation labor relations officer for further assistance.</p>

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

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
19	Retains Senior Executive Service pay	is a career Senior Executive Service employee appointed to a position for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule	elected to continue to receive basic pay as if remaining in the Senior Executive Service in accordance with 5 U.S.C. 3392(c) and 5 CFR part 317, subpart H		S
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	Employee 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 Personnel Management in consultation with the Office of Management and Budget				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	the employee is not paid under the General Schedule		4
24	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	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>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 systems for SES members under 5 CFR 430.405(h) (5 CFR 534.403(b)).		2
26	Is paid at a rate below the minimum rate for the grade or pay band				T
> 27	Is an Inspector General in a designated Federal entity (as defined in section 8G of the Inspector General Act of 1978) and thus is covered by section 4(b) of the Inspector General Reform Act of 2008, which provides authority to adjust the classification of such an Inspector General and establishes a pay rate floor				D<

**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.
3. If an employee covered by a special rate schedule is entitled to a higher rate of pay (e.g., locality rate or retained rate), the employee is not considered to be entitled to a special rate for any purpose (i.e., rules 2-9, 11, and 12).
4. References to a "special rate" do not include any law enforcement officer (LEO) special base rate for LEOs at grades 3 through 10 payable under section 403 of the Federal Employees Pay Comparability Act (formerly referred to as a table 491 special rate).

days or 2080 hours. Use Figure 6-3 to convert the days worked to months and days of service credit. If the records show hours rather than days, divide the hours by eight to determine the number of days. Excess hours are rounded up; 17 hours = 3 days.

(2) Intermittent service on and after March 1, 1986, is credited using a work year of 2087 hours. Use Figure 6-4 to convert the hours worked into months and days of service credit. If intermittent service was recorded as days rather than hours, it may be credited using Figure 6-3.

(3) Compare the credit for hours worked to the elapsed calendar time. No matter how many days or hours an employee actually worked, he or she is entitled to credit for no more than the amount of service that could have been performed on a full time work schedule, that is, the actual calendar time.

**d. Military time.** Review the creditable military service to determine if the dates or the amount of service should be used in the calculation. If military service ended on February 28 or 29, use February 30 as the separation date. Do not use the full calendar dates of military service if the period of service includes inactive service or if credit is limited because the employee is a military retiree. When service is shown in days, divide by 30 to determine the number of months. *Do not use the charts for civilian service to change military time into months and days.*

## 2-5. Computing the Service Computation Date-Leave.

### a. General.

(1) Service Computation Date-Leave calculations are based on a 360 day year, that is, 12 months of 30 days each. Calculations based on a 365 day year may

yield different results.

(2) Dates are added and subtracted in day, month, year order. Borrowing is based on the 360 day year, with 30 days equal to a month, and 12 months equal to a year. The example below shows how to subtract December 23, 1994 from April 15, 1996.

Step 1: Subtract days. Since 23 is larger than 15, borrow 1 month to add 30 days to the 15. Even though March has 31 days, in borrowing each month is treated as 30 days.

$$\begin{array}{r} 03 \ 45 \\ 1996 \ 04 \ 15 \\ - 1994 \ 12 \ 23 \\ \hline 02 \ 22 \end{array}$$

Step 2: Subtract months. Since 12 is larger than 3, borrow 1 year to add 12 months to the 3.

$$\begin{array}{r} 1995 \ 15 \\ 03 \ 45 \\ 1996 \ 04 \ 15 \\ - 1994 \ 12 \ 23 \\ \hline 02 \ 22 \end{array}$$

Step 3: Subtract years.

$$\begin{array}{r} 1995 \ 15 \\ 03 \ 45 \\ 1996 \ 04 \ 15 \\ - 1994 \ 12 \ 23 \\ \hline 1 \ 03 \ 22 \end{array}$$

Result is 1 year, 3 months, 22 days.

(3) The net effect of the computations is to add noncreditable time and subtract creditable time from the initial appointment date. Adding time increases the date and decreases the number of years of service. Subtracting time decreases the date and increases the number of years of service.

**b. Separation Dates.** Separations are effective at midnight of the effective date. For each period of full or part time civilian service, the day of the separation must be credited. This can be done by:

- adding a day to each separation date, OR
- adding the number of separations to the days being subtracted from the appointment date.

**c. Breaks in Civilian Service.**

Separations of one, two, or three calendar days between two periods of creditable civilian service are ignored in computing the Service Computation Date (SCD)-Leave. These small breaks in service are treated as continuations of the first period of service. The separation date for that service should be adjusted to include the break in service in the SCD computations. For example, an employee separates from the Department of Army on January 15, 1998, and is appointed in the Department of Agriculture on January 19, 1998. In computing the SCD-Leave, use January 18, 1998, as the separation date for the Department of Army service.

**d. Computation Methods.**

(1) The preferred method is to:

- add the appointment dates for all periods of full or part time creditable service plus the total excess nonpay time plus the entrance on duty date for the current appointment;
- add the separation dates for all periods of full or part time creditable service plus the service credited as months and days (intermittent service, some military service);
- subtract the separation total from the appointment total.

This is the method documented on the Standard Form 144A, Statement of Prior \*\*\* Service - Worksheet. (2) The alternative method is to:

- compute the amount of creditable service for each period of employment, generally by subtracting the beginning date from the ending date;
  - total the amounts of creditable service;
  - subtract the total from the entrance on duty date for the current appointment.

**e. Converting to a realistic calendar date.** When dates are added and subtracted, the answer may not always be a realistic date. The month may be zero or more than 12; the day may be zero or more than the number for the month. In those cases, the date must be converted to a realistic calendar date by following the rules in Figure 6-5.

**f. Example.** Figure 6-6 is a sample computation using the equivalent of Standard Form 144A, Statement of Prior \*\*\* Service - Worksheet.

**2-6. Documenting the Service Computation Date-Leave Determinations.**

**a. Purpose.** Service Computation Date-Leave determinations are documented to allow the determinations to be used and verified throughout the employee's Federal civilian service.

**b. Content.** Service Computation Date-Leave determinations must be documented on the Standard Form 144A or an agency equivalent form.

**Figure 6-6. Example of Service Computation Date-Leave Calculation**

An individual is appointed in the Department of the Treasury on November 15, 1998. On the Standard Form 144, Statement of Prior \*\*\* Service, the employee claimed the following Governmental service. The service is shown in chronological order.

1. U.S. Army Reserves from 1981 through 1986.
2. Contractor working for the Department of Labor from September 7, 1981 thru December 13, 1983.
3. Appointment with the Defense Logistics Agency from April 20, 1986 thru August 29, 1992.
4. Appointment with Department of the Interior from September 2, 1992 thru December 31, 1992.
5. Appointment with Department of Commerce on part time work schedule from February 24, 1993 thru July 7, 1993.
6. Appointment with Department of Agriculture on part time work schedule from March 6, 1993 thru September 9, 1994.
7. Appointment with Department of Veterans Affairs on intermittent work schedule from October 1, 1994 thru September 30, 1997.

Additional information:

1. The DD 214 showed one year, one month, and four days active duty in the Reserves.
2. The Official Personnel Folder showed seven months of leave without pay during calendar year 1988; this leave was not for uniformed service or due to compensable injury.
3. The Official Personnel Folder showed a total of 2,134 hours in pay status during the intermittent appointment.

The Worksheet equivalent of the Standard Form 144-A documenting the Service Computation Date-Leave determination is on the next page. Note that:

1. The three day break in service between the Defense Logistics Agency appointment and the Department of the Interior appointment is creditable time. For purposes of the calculation, the time is added to the first (Defense Logistics Agency) appointment.
2. The concurrent appointments in the Departments of Commerce and Agriculture are treated as one appointment for purposes of the calculation since credit is limited to calendar time.
3. The hours worked during the intermittent appointment were changed to calendar time using the chart in Figure 6-4. The credit for hours worked does not exceed the calendar time. (If it did, the calendar time would be the maximum amount credited.)



**Figure 6-6. Example of Service Computation Date-Leave Calculation**

STATEMENT OF PRIOR *** SERVICE -- WORKSHEET							
Name (Last, First, Middle Initial) Tickle, Elmo, M.			Social Security Number 000-00-0000		Date of Birth (Month, Day, Year) 3/30/1965		
<b>ADDITIONAL INSTRUCTIONS:</b> Enter the appointment and separation dates in columns (A) and (B) below, using the numerical equivalent of the month. See Chapter 6 of <i>The Guide to Processing Personnel Actions</i> for instructions on computing service computation dates (SCDs).							
PART I - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES							
CREDITABLE SERVICE - NAME OF AGENCY/ORGANIZATION (List only periods that are creditable for leave purposes)	(A) APPOINTMENT DATE			(B) SEPARATION DATE			NONCREDITABLE SERVICE (Explain noncreditable time listed in Column (A), such as "lost time" during military service)
	Year	Month	Day	Year	Month	Day	
U.S. Army Reserves				1	1	4	Ltd to active duty time  Excess LWOP - CY 1988
Defense Logistics Agency	1986	4	20	1992	9	1	
		1					
Dept of Interior	1992	9	2	1992	12	31	
Comm & Agriculture - part time	1993	2	24	1994	9	9	
Dept of Vet Affairs intermittent hours 2134				1		9	
No. of separations						3	
Entrance on Duty Date	1998	11	15				
Total noncreditable service							
Total of appointment dates (A)	7969	27	61				
Total of separation dates (B)	5980	31	57				
SCD-Leave (B)	(A) -	1988	8	4			
PART II - CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION-IN-FORCE (RIF) PURPOSES							
Complete only in cases where the amount of service that is creditable for RIF purposes differs from the amount creditable for leave purposes.  [This portion of the form is not shown for this example.]							
<b>REMARKS</b> 1) Concurrent part time appointments limited to calendar time.							
Name of Person Computing SCD(s) J. Reilly					Date SCD(s) Computed 11/15/1998		

NOTE: This version of the Standard Form 144-A was reformatted to fit on one page. Part II of the Form was not shown in this example.

**Table 9-B. Appointment Based on the Use of a Direct Hire Recruiting Authority**

<i>R U L E</i>	<i>If the Appointment is Based On</i>	<i>And The Person</i>	<i>And the Appointment Is</i>	<i>Then NOAC Is</i>	<i>NOA Is</i>	<i>Auth Code Is</i>	<i>Authority Is (See Notes below)</i>
1	Direct Hire Recruiting Authority	Is not on your agency's rolls	Career	100	Career Appt	AYM, and see Notes 1-2.	Direct-Hire Authority (cite OPM authority and date)
2			Career-Conditional	101	Career-Cond Appt		
3		Is already on the rolls of your agency	Career	500	Conv to Career Appt		
4			Career-Conditional	501	Conv to Career-Cond Appt		

NOTES:

- Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bicultural/Bilingual Selective Factors*. When selection is made under the Administrative Careers With America Outstanding Scholar Program, show as the first authority (in blocks 5C-5D or 6C-6D) *AYM: Luevano Decree*; show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABK: ACWA Outstanding Scholar Program*.
- Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:  

<u>Occupation:</u>	<u>Authority Code to be cited:</u>
Medical	BAB: GW001 (MED)
Information Technology Management	BAC: GW002 (IT)
Positions in support of the Iraqi reconstruction efforts	BAD: GW003 (Iraqi)
>Acquisition	BAE: GW004 (Acquisition) <
OPM approved single agency authority	BYO: OPM Approved Single Agy Auth
- ZLM: Other Citation (Law, E.O., or Reg)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block of the SF-52/50.

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

<i>R U L E</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>
43	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABR	Reg. 330.608
44		Is already employed in your agency		515	Conv to Appt NTE (date)		
45	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency		115	Appt NTE (date)	NUM	Reg. 330.207
46		Is already employed in your agency		515	Conv to Appt NTE (date)		
47	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency		115	Appt NTE (date)	ABS	Reg. 330.707
48		Is already employed in your agency		515	Conv to Appt NTE (date)		
49	Being extended to allow the employee to remain employed in your agency in the same or in a successor position for a period not to exceed one year or less			760	Ext of Temp Appt NTE (date)	(Cite legal authority code used to effect the temporary appointment)	(Cite legal authority used to effect the temporary appointment)

**NOTES:**

1. See 5 CFR part 316 for information about temporary limited appointments.
2. If action is the result of contracting out under Office of Management and Budget Circular A-76, cite as the second authority for the temporary appointment “*PNR: Reg. 351.603 (A-76).*” “*ZLM: Other Citation (Law, E.O., or Reg.)*” may be cited in addition to any other authority or authorities required by this table.
3. If the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
4. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, show as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 50), *ABL: Bicultural/Bilingual Selective Factor*.
5. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52/50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM Approved Single Agy Auth

Table 10-E. Term Appointment, continued

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</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 1 &amp; 3 of this table)</i>
34	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		108	Term Appt NTE (date)	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
35	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
36		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
37	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	108	Term Appt NTE (date)	NUM	Reg. 330.207
38		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
39	Of a person selected from the Interagency Career Transition Assistance Plan	Is not an employee of your agency	108	Term Appt NTE (date)	ABS	Reg. 330.707
40		Is already employed in your agency	508	Conv to Term Appt NTE (date)		

**Table 10-E. Term Appointment, continued**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</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 1 and 3 of this table)</i>
41	Retention of an employee who was serving under an excepted appointment with a definite time limit longer than 1 year	Is already employed in your agency	508	Conv to Term Appt NTE (date)	NMM	Reg. 316.702
42	Of a person who was serving under an appointment in the Student Career Experience Program	Is not an employee of your agency	108	Term Appt NTE (date)	ZJM	EO 12015
43		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
44	Based on current or former employment with the Administrative Office of the U.S. Courts	Is not an employee of your agency	108	Term Appt NTE (date)	ZTU	28 U.S.C. 602
45		Is already employed in your agency	508	Conv to Term Appt NTE (date)		
46	Being extended		765	Ext of Term Appt NTE (date)	(Enter same auth code as for the initial appointment)	(Enter same authority as for the initial appointment)

**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. When the Merit Systems Protection Board determines restoration was improper, follow instructions in Chapter 32 to cancel it.
3. Selection under authority other than Reg. 337.201: When appointee or employee was selected on the basis of bicultural/bilingual selective factors, cite as the second authority (in blocks 5E-5F or 6E-6F of the Standard Form 52/50), *ABL: Bilingual Selective Factors*. When selection is based on the Administrative Careers with America Outstanding Scholar Program, cite *ABK/AWCA Outstanding Scholar Program* as the second authority.
4. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*.

Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM approved Single Agy Auth

Table 10-G. Emergency Appointment (Continued)

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</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 Note 1 of this table)</i>
17	Based on Merit Systems Protection Board directive when employee appeals agency failure to restore or improper restoration after uniformed service (see Note 2 of this table)		107	Emergency Appt	ALM and (Cite auth code for appt held prior to separation upon which restoration is based)	MSPB Directive-US and (Cite authority for appointment held prior to separation upon which restoration is based)
18	Of a person selected through the Agency Career Transition Assistance Plan	Is not an employee of your agency			ABR	Reg. 330.608
19		Is already employed in your agency	507	Conv to Emergency Appt		
20	Of a person selected from the agency's Reemployment Priority List	Is not an employee of your agency	107	Emergency Appt	NUM	Reg. 330.207
21		Is already employed in your agency	507	Conv to Emergency Appt		
22	Of a person selected through the Interagency Career Transition Assistance Plan	Is not an employee of your agency	107	Emergency Appt	ABS	Reg. 330.707
23		Is already employed in your agency	507	Conv to Emergency Appt		

**Table 10-G. Emergency Appointment (Continued)**

<i>R U L E</i>	<i>If the Appointment is</i>	<i>And the Person</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 Note 1 of this table)</i>
24	Based on restoration under circumstances not described in Rules 11-15	Is not an employee of your agency	107	Emergency Appt	ZRM and (Cite authority code for appointment held prior to separation upon which restoration is based)	(Cite the authority for the restoration) and (Cite authority for appointment held prior to separation upon which restoration is based)
25		Is already employed in your agency	507	Conv to Emergency 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. When the Merit Systems Protection Board determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical

Information Technology Management

Positions in support of the Iraqi reconstruction efforts

&gt;Acquisition

OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)

BAC: GW002 (IT)

BAD: GW003 (Iraqi)

BAE: GW004 (Acquisition)&lt;

BYO: OPM approved Single Agy Auth



Table 10-H. Overseas Limited Appointment (Continued)

<i>R U L E</i>	<i>If the appointee</i>	<i>And the appointment is</i>	<i>And the Person</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>And Authority Is (See Note 1 of this table)</i>
18	Is hired based on exercise of reemployment rights not covered in Rules 11-17	To a position overseas for an indefinite period of time		120	O/S Ltd Appt	ZRM and (Cite auth code for appt held prior to separation upon which reemployment is based)	(Cite the authority for the reemployment) and (Cite authority for appointment held prior to separation upon which reemployment is based)
19		To a position overseas for a term NTE five years when time limitation is part of general program for rotation of career and career-conditional employees between overseas areas and the U.S.		122	O/S Ltd Appt NTE (date)		
20	Is hired under a direct hire authority	To a position overseas for an indefinite period of time	Is not on your agency's rolls	120	O/S Ltd Appt	AYM, and see Note 3	Direct-Hire Authority (cite OPM authority and date)
21			Is already on your agency's rolls	520	Conv to O/S Ltd 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.  
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. When MSPB determines restoration was improper, cancel it following the instructions in Chapter 32 of this **Guide**.
3. Selection under Reg. 337.201: When selection is made under Reg. 337.201, show as the first authority (in blocks 5C-5D or 6C-6D), *AYM: Reg. 337.201*. Show as the second authority in blocks 5E-5F or 6E-6F of the SF-52-50 one of the following:

Occupation:

Medical  
Information Technology Management  
Positions in support of the Iraqi reconstruction efforts  
>Acquisition  
OPM approved single agency authority

Authority Code to be cited:

BAB: GW001 (MED)  
BAC: GW002 (IT)  
BAD: GW003 (Iraqi)  
BAE: GW004 (Acquisition)<  
BYO: OPM approved Single Agy Auth

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
61	Office that provides personnel service (including Official Personnel Folder maintenance) is not at the same location or is not part of the same organization as the one to which the employee is assigned (for example, employee is located in Europe and Official Personnel Folder is maintained in Washington, DC, or employee works for agency A and receives personnel service from agency B)		M10	OPF maintained by (name and address of office).
62	Will be reemployed annuitant		A17	As a reemployed annuitant, you serve at the will of the appointing officer.
63		Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 533	P08	Annual salary to be reduced by the amount of your retirement annuity and by further cost of living increases.
64			P90	You are required to submit to the personnel office a copy of any subsequent notice from OPM of any change in your gross annuity rate. (See Note 5 of this table)

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

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>
65	Will be reemployed annuitant	Salary will be reduced by the amount of the annuity because neither the Office of Personnel Management nor the agency has approved a waiver under 5 CFR, part 553	P10	Annuity at present is \$ pa. (See Note 6 of this table)
> 66 <	Employee receiving credit for non-Federal service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B73	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of non-Federal service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.
> 67 <	Employee receiving credit for active duty uniformed service under Section 6303(e) of title 5, United States Code, that other wise would not be creditable		B74	You are receiving (enter yrs. and mos., e.g., 2 yrs., 6 mos.) credit towards your SCD-Leave shown in Block 31 for the following period(s) of active duty military service: (list all applicable “from” and “to” dates). This time is permanently creditable unless you fail to complete 1 full year of continuous service with this agency.

## NOTES:

1. Use as many remarks as are applicable.
2. Reserved.
3. Use this remark in addition to those required by Rules 30-32.
4. Reserved.
5. When the employee submits the notice of annuity adjustment, follow your agency’s procedures to forward it to the payroll office.
6. To determine the annual (pa) rate, multiply by 12 the *gross monthly annuity* shown on the notice of annuity adjustment from the Office of Personnel Management.

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

<i>R U L E</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. \*\*\*Submit this information in your agency's Central Personnel Data File (CPDF) submission.

**Page 14-14 is blank.**

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

<i>R U L E</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	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	
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	Cite specific authority for action (i.e., Reg. 335.102 Comp, or an agency specific authority)	K12
16		May be extended without competition			N8M	Cite specific authority for action (i.e., Reg. 335.102 Except to Comp, or an agency specific authority)	

## 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.

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## Chapter 15. Placement in Nonpay or Nonduty Status (Natures of Action 430, 450, 452, 460, 471, 472, 473, 480, 772, 773)

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## Chapter 15. Placement in Nonpay or Nonduty Status

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### 1. Coverage.

This chapter covers furloughs, and extensions of furloughs, placements in leave without pay status and extensions of leave without pay, suspensions, placements of seasonal employees in nonpay and nonduty status at the end of a peak workload period, and sabbaticals for employees in the Senior Executive Service.

It does not cover:

- Changes to service computation dates for leave, when time in a nonpay status exceeds six months during a calendar year. (See Chapter 6 for instructions.)
- An employee using annual or sick leave. No personnel action is required to document use of annual leave or use of sick leave.
- Recording of absence without leave, an absence for which the employee did not receive approval. A Standard Form 50, Notification of Personnel Action is not required to document absence without leave.

### 2. Definitions.

**a. Furlough** is the placement of an employee in a temporary nonpay and nonduty status (or absence from duty) because of lack of work or funds, or for other nondisciplinary reasons.

**b. Suspension** is the placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) for

disciplinary reasons or other reasons pending an inquiry.

**c. LWOP** (leave without pay) is a temporary nonpay status and nonduty status (or absence from a prescheduled tour duty) granted at the employee's request.

**d. LWOP-US** is leave of absence to perform duty with the uniformed services.

**e. Seasonal employee** is one who works on an annual recurring basis and for less than 2,080 hours per year.

**f. Sabbatical** is an absence from duty, without charge to pay or leave, that an agency may grant to a Senior Executive Service career appointee to engage in study or uncompensated work experience.

### 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 indicates it 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 5 of the U.S. Code, “Adverse Actions”),



under agency procedures that are equivalent to 5 U.S.C. 75 (“5 U.S.C. 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 used other procedures that are different from those required by the Civil Service laws or regulations. If you are not sure whether your agency, or 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, ask 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, that law, Executive Order, or regulation should be cited 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) 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.

(4) For actions where a specific legal authority is not cited in the table and where the action is not covered by paragraphs (1) - (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.)

#### 4. When to Process an Action.

Process a personnel action for:

- Leave without pay of 80 hours or more granted because of an on-the-job illness or an on-the-job injury.
- Leave without pay, not described above, that is scheduled for more than 30 days.
- Suspension that is scheduled for one day or more.
- Furlough that is scheduled for one day or more.
- Placement in nonpay status actions for seasonal employees.

Use job aid, **Instructions for Processing Personnel Actions on Placement in Nonpay or Nonduty Status**, when documenting the actions above.

**Job Aid****Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status**

<b>STEP</b>	<b>ACTION</b>
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	Use job aid, <b>Effects of Nonpay Status</b> , to identify actions necessary when an employee is placed in a nonpay status.
3	Use Table 15-A to select the nature of action and authority. Put them in blocks 5A-F of the Standard Form 52.
4	Use Table 15-B to select remarks/remarks codes required by the Office of Personnel Management for the action. Enter them in Part F of the Standard Form 52.  Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.
5	Complete the Standard Form 52 as required by instructions in Chapter 4 of this <b>Guide</b> .  When a suspension is not to be imposed on consecutive workdays, explain in remarks the schedule for the days on which the suspension will be carried out. For example, "suspension to be imposed on Monday - Wednesday of each week for a total of 45 days."
6	Follow your agency's instructions to obtain approval signature in Part C, block 2, of the Standard Form 52.
7	Follow instructions in Chapter 4 of this <b>Guide</b> to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

## Job Aid

### Instructions for Processing Personnel Actions on Placement in Nonpay and Nonduty Status, continued

STEP	ACTION
8	<p>Enter or update not-to-exceed date of action in any tickler system your agency uses.</p> <p>Use job aid, <b>Effects of Nonpay Status</b>, to identify any changes (for example, within-grade increase eligibility date) that will change as a result of the employee's nonpay status and make the necessary changes in your tickler system.</p>
9	<p>Check <a href="#">The Guide to Personnel Recordkeeping</a> 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.</p>
10	<p>Issue any notices required for the action, including the following if appropriate:</p> <p>—When the employee will be in nonpay status for more than 7 consecutive days, give the employee a completed Standard Form 8, Notice to Federal Employee About Unemployment Insurance, showing the full address of the payroll office where the individual's records are maintained.</p> <p>—When the employee is to enter active duty with the Armed Forces, provide information about restoration rights after service is completed, explain those rights (see 5 CFR part 353) or refer employee to a specialist who can explain them. Also, ask him or her to state in writing whether he or she wants the unused annual leave to be paid in a lump sum or wants it to be held until he or she returns (see 5 U.S.C. 5552).</p>
11	<p>Follow your agency's instructions to distribute documentation of the personnel action.</p>

**Job Aid****Effects of Nonpay Status**

This job aid provides information on how nonpay status affects certain personnel actions and benefits. It will also assist you in determining appropriate remarks to place on the Standard Form 50, Notification of Personnel Action.

<b>Determination</b>	<b>Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)</b>	
Initial Appointment Probationary Period	Any nonpay time in excess of 22 <i>workdays</i> extends the probationary period by that number of days.	
Supervisory/Managerial Probationary Period		
Career Tenure	Any nonpay time in excess of 30 <i>calendar</i> days for each period of absence extends the service date for career tenure by that number of days.	
Leave Earnings	If employee is in nonpay status for an entire pay period, no annual or sick leave is earned for that pay period. If nonpay time occurs during part of one or more of a full-time employee's pay periods, the employee continues to earn leave until the nonpay time totals 80 hours. Then leave is reduced by the amount the employee earns during a pay period.	
Service Computation Dates	6 months of nonpay time is creditable. The employee's service computation date must be adjusted by the amount of nonpay time in excess of 6 months in one calendar year. (Excess time is added to employee's service computation date.)	
Within-grade Increase General Schedule	Waiting Period for Step	Nonpay Time Allowed
	2-3-4	2 workweeks (80 hours for full-time employee)
	5-6-7	4 workweeks (160 hours for full-time employee)
Within-grade Increase Federal Wage System	Waiting Period for Step	Nonpay Time Allowed
	2	1 workweek (40 hours for full-time employee)
	3	3 workweeks (120 hours for full-time employee)
	4 - 5	4 workweeks (160 hours for full-time employees)
<i>Continued on next page</i>		

## Job Aid

**Effects of Nonpay Status, continued**

<b>Determination</b>	<b>Number of Days/Hours in Nonpay Status Allowed Without Penalty (See Note below)</b>
Federal Employees Group Life Insurance	>If an employee is in active duty military status while in nonpay status, FEGLI coverage continues at no cost to the employee until time in nonpay status totals 12 months. The employee may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, such an election must be made before the end of the first 12 months in nonpay status. For other employees,< coverage continues without cost to the employee for up to 12 months in nonpay status. Coverage is terminated after employee has been in nonpay status for 12 months. (Previous time in nonpay status counts toward the 12 months if employee did not return to duty for at least 4 consecutive months.)
Federal Employees Health Benefits	You must give an employee who begins nonpay status an opportunity to elect to either: (1) terminate the enrollment, or (2) continue it and agree to pay the premium or incur a debt. If employee elects to continue the enrollment, it continues for up to 365 days in nonpay status. Previous periods in nonpay status count toward the 365 days if the employee does not return to duty for at least 4 consecutive months. Employee is responsible for payment of the employee share of the premium. See 5 CFR 890.303-890.305, and 890.502 for information about exceptions to the general rule and for additional information. Also, see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> . If employee does not make an election to terminate or continue the enrollment, it automatically terminates at the end of the last pay period in which the employee paid premiums.

NOTE: If absence is to perform duty with the uniformed services and employee exercises restoration rights, or because of compensable injury, there is no penalty for the nonpay status — the time is credited for length of service purposes just as though the employee had remained in pay and duty status.

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
1	Leave of absence to perform duty with the uniformed services (see Note 5 of this table)		473	LWOP-US	Q3K	5 CFR, part 353	>B76	See rule 7 of Table 15-B for text of remark<
2	Furlough on one or more consecutive or continuous days	Is during a reduction in force notice period	472	Furlough NTE (Date)	L9K	Reg. 351.806	M72	Reason for furlough: (state reason)
3		The furlough is more than 30 calendar days and not covered under Rule 2			PNM	Reg. 351.603		
4		The furlough is for 30 calendar days or less based on decision of an administrative officer and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
5		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		
6		The furlough is for 30 calendar days or less and is not effected under 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
7	Furlough that occurs during parts of one or more pay periods which is interrupted by days in pay and duty status (i.e., furlough on nonconsecutive days)	Is during a reduction in force notice period	471	Furlough	L9K	Reg. 351.806	M72 and M73	Reason for furlough: (state reason). To be furloughed on (list dates) for a total of (number) hours.
8		Is for more than 30 calendar days (or 22 workdays a year) and is effected under 5 U.S.C. chapter 75			PNM	Reg. 351.603		
9		Is for 30 calendar days (or 22 workdays a year) or less and is effected under 5 U.S.C. chapter 75			VAJ	5 U.S.C. 75		
10		Is for 30 calendar days (or 22 workdays a year) or less and is effected under other than 5 U.S.C. chapter 75			USM	(Cite agency authority for furlough)		
11		Employee is a Senior Executive Service appointee			VDR	5 U.S.C. 3595a		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
12	An indefinite suspension pending outcome of legal or investigative proceedings	Suspension is effected under 5 U.S.C. chapter 75	452	Suspension-Indefinite	VAJ	5 U.S.C. 75	S49	Reason for suspension: (state reason)
13		Suspension is effected under agency procedures equivalent to those required under 5 U.S.C. chapter 75			VHJ	5 U.S.C. 75 Eq		
14		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)		
15	Suspension that is directed by the Merit Systems Protection Board (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAA	5 U.S.C. 1204		
16		Is for more than 14 calendar days			VAB	5 U.S.C. 1204-MFD (see Note 2 of this table)		
17	Suspension that is taken in the interest of national security (see Note 1 of this table)	Is for 14 calendar days or less			V4J and ZEM	5 U.S.C. 7352 and E.O. 10450		
18		Is for more than 14 calendar days			VAV and ZEM	5 U.S.C. 7532-MFD and E.O. 10450 (see Note 2 of this table)		



**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
19	Suspension that is effected under 5 U.S.C. chapter 75, i.e., under civil service adverse action procedures (see Note 1 of this table)	Is for 14 calendar days or less	450	Suspension NTE (date)	VAC	5 U.S.C. 7502	S49	Reason for suspension: (state reason)
20		Is for more than 14 calendar days			VWJ	5 U.S.C. 7512		
21	Suspension that is effected under an agency authority, following procedures that are equivalent to those required under 5 U.S.C. chapter 75 (see Note 1 of this table)	Is for 14 calendar days or less			VAD and USP	5 U.S.C. 7502 Eq and (cite agency authority for suspension for 1-14 calendar days)		
22		Is for more than 14 calendar days			VAE and USR	5 U.S.C. 7512 Eq and (cite agency authority for suspension for more than 14 calendar days)		
23		Is for 14 calendar days or less			USP	(cite agency authority for suspension for 1-14 calendar days)		
24	Suspension that is effected under an agency authority that is not described in rules 12-22 (See Note 1 of this Table)	Is for more than 14 calendar days			USR	(cite agency authority for suspension for more than 14 calendar days)		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
25	Leave without pay (LWOP)	LWOP is for temporary assignment to a State or local government, or an institution of higher learning	460	LWOP NTE (date)	NYM	Reg 334.101		
26		LWOP is granted because of an on-the-job injury or illness and extends, or is expected to extend, for 80 hours or more (see Note 3 of this table)			Q3K	5 CFR part 353	N10	To (or expected to) be paid under 5 U.S.C. chapter 81
27		LWOP is for more than 30 calendar days during a reduction in force notice period			L9K	Reg. 351.806		

Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
28	Leave without pay (LWOP)	LWOP, scheduled for more than 30 calendar days, was requested by employee in lieu of annual leave during advance notice period of a separation for failure to accept new assignment or to relocate with position	460	LWOP NTE (date)	DAK	Reg. 630.101-Decl	M76	Requested, in lieu of annual leave, after declining offer of (position title, series, grade, and location)
29		LWOP, that is not covered by Rules 25-28, is scheduled to exceed 30 calendar days			DAM	Reg. 630.101		
30	Extension of Leave without Pay	Employee is on an assignment with a State or local government or an institution of higher learning	773	Ext of LWOP NTE (date)	N1M	Reg. 334.104		
31					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)		

**Table 15-A. Documenting Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>Nature of Action is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Required Remark Code is</i>	<i>And Remark is</i>
32	Extension of Furlough NTE		772	Ext of Furlough NTE (date)	(enter same code as for the Furlough NTE)	(enter the same authority as for the Furlough NTE)		
33	Sabbatical (see Note 4 of this table)		480	Sabbatical NTE (date)	V3M	5 U.S.C. 3396(c)(1)	M53	Employee is to suffer no loss of, or reduction in: pay, leave, credit for time or service, or performance or efficiency rating.
34	Release of seasonal employee to nonpay and nonduty status to meet workload requirements		430	Placement in Nonpay Status	CUL	5 CFR part 340	M71	Reason for placement in nonpay status: (state reason)

## NOTES:

1. In counting days to determine length of suspension, and thus the procedures which must be followed and the authority for the action, count consecutive or calendar days, not workdays. When the suspension is not imposed on consecutive workdays, also use remark S77, "Suspension to be imposed on (list specific workdays or dates)."
2. The legal authority suffix "MFD" means more than 14 days."
3. Rule 26 only applies when the injury or illness is compensable under the provisions of 5 U.S.C. chapter 81, subchapter I.
4. Because an employee who is on Sabbatical is still in pay status, there is no need for a return to duty action at the end of the Sabbatical.
5. Periods of LWOP-US may be interrupted by periods of annual leave or military leave without any additional personnel action processing.

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**Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status**

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>And</i>	<i>Then Required code is</i>	<i>And Remark is</i>
1	Agency may need to write to the employee while employee is in nonpay status			M67	Forwarding address:
2	Nature of action code is 430, 450, 452, 460, 471, or 472	Is on a full-time or part-time work schedule		G33	Service credit for retirement, reduction in force, and leave accrual continues for up to a maximum of 6 calendar months of nonpay time per calendar year. (see Note 1 of this table)
3	Nature of action code is 430, 450, 452, 460, 471, or 472 ***	Has Federal Employees Group Life Insurance coverage		B72	FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.
4	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	Is a Schedule B work-study employee who is expected to be in pay status at least one-third of the total time between appointment and completion of the work-study program (see 5 CFR 890.303(e)(2))	B41	Health benefits will continue as long as you participate in the work-study program if you pay the employee's share of costs. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.

**Table 15-B. Additional Remarks Required for Some Placements in Nonpay/Nonduty Status, continued**

<i>R U L E</i>	<i>If</i>	<i>And Employee</i>	<i>Then Required code is</i>	<i>And Remark is</i>
5	Nature of action code is 430, 450, 452, 460, 471, or 472	Has Federal Employees Health Benefits Program coverage	B71	You must elect to either: (1) terminate your enrollment in FEHB, or (2) continue it for up to 365 days and agree to pay the premium or incur a debt. If you do not elect to terminate or continue your enrollment, it automatically terminates at the end of the last pay period in which you paid premiums. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information. (see Note 2 of this table)
6	Nature of action code is 473	Has Federal Employees Health Benefits Program coverage	B66	An employee subject to the provisions of P.L. 108-375 is eligible for continued FEHB coverage up to 24 months when called to active duty and certain requirements (including serving in support of a contingency operation) are met. An employee subject to the provisions of P.L. 108-454 is eligible for FEHB coverage for 24 months when absent because of service in the uniformed service and certain requirements are met. Contact your servicing Human Resources Office or see the FEHB Handbook at <a href="http://www.opm.gov/insure">http://www.opm.gov/insure</a> for detailed information.
> 7		Has Federal Employees Group Life Insurance coverage	B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure/life">http://www.opm.gov/insure/life</a> for detailed information.<

## NOTES:

1. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation or if absence on leave without pay is for duty with the uniformed services. In these cases, there is no reduction in service credit. Use of this remark on suspension actions (Nature of action code 450) for periods of a week or less is optional.
2. Do not use this remark when leave without pay is due to work-related injury for which employee is receiving, or is expected to receive, workers' compensation.

**Chapter 19. Continuance NTE  
(Nature of Action 750)**

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## Chapter 19. Continuance NTE

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### 1. Coverage.

**a.** This chapter covers:

- Actions that document waiver from mandatory retirement, and
- Extension of the not-to-exceed (NTE) date of a previous waiver.

Mandatory retirement is explained in sections 8335 and 8425 of title 5, U.S. Code and in section 4052 of title 22, U.S. Code. Table 19 lists the groups of employees who are subject to it.

**b.** This chapter does not cover situations where an employee is reemployed immediately after retirement. In those cases, follow instructions in Chapter 30 to document the retirement. Then follow instructions \*\*\* in the appropriate appointment chapter (Chapters 9-13) to document the subsequent appointment action.

### 2. 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.** Use Table 19-A to select the nature of action and legal authority and enter them in blocks A-D of the Standard Form 52. 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.

Enter in Part F any remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.

**c.** The effective date is the date following the date on which the employee would otherwise be separated for mandatory retirement or the date following the not-to-exceed date of the previous continuance. The not-to-exceed (NTE) date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.

**d.** Fill in remaining blocks on Standard Form 52 as required by instructions in Chapter 4. Then follow your agency's instructions to obtain approval signature in Part C, block 2, of Standard Form 52.

**e.** Follow instructions in Chapter 4 to complete the Standard Form 50, Notification of Personnel Action. Follow your agency's instructions to have it signed or authenticated.

**f.** Enter or update suspense or reminder dates in any suspense date system your agency maintains. These dates may include:

- NTE date for continuance, or
- date eligible for within-grade increase.

**g.** Check [The Guide to Personnel Recordkeeping](#) to decide if any of the documents submitted or created in connection with the continuance 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.** Distribute Standard Form 50 copies  
as appropriate.

**Table 19. Documentation of Continuances**

<i>R U L E</i>	<i>If the employee is</i>	<i>Then the Continuance Must be Approved by the</i>	<i>Nature of Action Code Is</i>	<i>Nature of Action Is</i>	<i>Legal Authority Code Is</i>	<i>And Legal Authority Is</i>
1	An Air Traffic Controller employed by the Department of Transportation who is under age 61	Secretary of Transportation	750	Continuance NTE (date)	UNM	(Cite agency document or order approving the continuance and its date).
2	An Air Traffic Controller employed by the Department of Defense who is under age 61	Secretary of Defense				
	A law enforcement officer or firefighter who is under age 60	Head of agency				
4	An air traffic controller age 61 or older, or a firefighter age 60 or older	Office of Personnel Management			AUM	(Cite OPM letter approving the continuance and its date).
5	Covered by the Foreign Service Retirement and Disability System	Secretary of State			UFM	FS Act of 1980.
6	A Nuclear Materials Courier employed by the Department of Energy who is 57 or older	Secretary of Energy			UGM	FY 99 National Defense Authorization Act, effective 10/17/98
> 7	A Customs and Border Protection Officer employed by the Department of Homeland Security and first appointed under Pub. Law 110-161, section 535 after July 5, 2008, who is under age 60	Secretary of Homeland Security			UEM	(Cite agency document or order approving the continuance and its date).<

Table 28-A. Processing Changes in Data Elements

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>
1	A different subelement code (the last two digits of the agency code) is assigned to employee's organization when no other organizational change occurs	Agency Code (47)	800	Chg in Data Element	CGM	5 U.S.C. 552a(e)(5)
2	Employee who has not been receiving an annuity begins to receive one, or annuity employee has been receiving stops. For example, a military reservist retires from the reserves, an employee who previously separated and applied for an annuity begins to receive that annuity, or the annuity of a disability retiree stops because he or she is found to be recovered from the disability	Annuitant Indicator (28)				
3	>Employee becomes< covered by a different bargaining unit, is changed from "covered" to "not covered," or from "not covered" to "covered"	Bargaining Unit Status (37)				
4	Review of employee's duties indicates that a different Fair Labor Standards Act (FLSA) Code is now applicable, even though employee's position title, series, and grade do not change	FLSA Category (35)				

**Table 28-A. Processing Changes in Data Elements**

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>
5	Employee's occupational code changes as the result of the implementation of a new or revised Office of Personnel Management classification or job grading standard or classification guide	Occupational Code (17)	800	Chg in Data Element	VGP	5 U.S.C. 5107
6	A new occupational code or new code and position title is assigned to employee for reasons not described in rule 5 and no change occurs in employee's duties and responsibilities				CGM	5 U.S.C. 552a(e)(5)
7	>Code that formerly identified the special factors used in determining employee's pay is no longer appropriate and no other change is occurring simultaneously with this action<	Pay Rate Determinant (29)				
8	A new identifying number is assigned to the employee's servicing personnel office or a different personnel office begins to provide personnel service to the employee (e.g., the New York Region of Agency A stops servicing the Hartford Branch Office and the Boston Region begins to provide service to that office)	Personnel Office ID (48)				
9	Senior Executive Service (SES) position is changed from SES Career Reserved to SES General, or vice versa	Position Occupied (34)				

Table 28-A. Processing Changes in Data Elements

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>
10	Employee elects coverage under the Federal Employees Retirement System	Retirement Plan (30)	803	Chg in Retirement Plan	ZSM	5 U.S.C. chapter 84
11	Current or separated employee makes a belated election of the Federal Employees Retirement System coverage as authorized under Reg. 846.204 and 846.205				ZLM	Reg. 846.204
12	A reemployed Civil Service Retirement System (CSRS) annuitant, who has not previously had deductions made for CSRS, now asks that CSRS deductions be made; or a CSRS or Federal Employees Retirement System disability retiree is restored to full earning capacity and annuity stops				CGM	5 U.S.C. 552a(e)(5)
13	Correction effected under Pub. Law 106-265 (Federal Erroneous Retirement Coverage Corrections Act), dated September 19, 2000				ZSL	Pub. Law 106-265 (FERCCA), dated September 19, 2000

**Table 28-A. Processing Changes in Data Elements**

<i>R U L E</i>	<i>If reason for change is</i>	<i>The Standard Form 50 block to be changed is</i>	<i>NOAC Is</i>	<i>NOA Is</i>	<i>Authority Code Is</i>	<i>Authority Is</i>
> 14 <	Employee who has been excluded from the Federal Employees Retirement System because of an intermittent work schedule changes to a part-time or full-time work schedule for more than 2 consecutive pay periods	Retirement Plan (30)	803	Chg in Retirement Plan	CGM	5 U.S.C. 552a(e)(5)
> 15 <	An Executive order or law or a change in position's designation even though the employee's position series and grade do not change (e.g., from law enforcement to non-law enforcement)					

**Table 29. Bonuses, Awards, and Other Incentives (continued)**

<i>R U L E</i>	<i>If Basis for Action 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>
14	A recruitment incentive	Payment is 25% or less	815	Recruitment Incentive	VPF	5 U.S.C. 5753
15		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
16		Payment is terminated			VPT	(Enter Law, Executive Order or Regulation that authorizes the action)
17	A relocation incentive	Payment is 25% or less	816	Relocation Incentive	VPF	5 U.S.C. 5753
18		Payment is above 25% (critical agency need)			VPO	5 U.S.C. 5753(e)
19		Payment is terminated			VPW	(Enter Law, Executive Order or Regulation that authorizes the action)
20	Establishment or change of retention incentive where employee or member receives biweekly payments in equal percentage and no service agreement is required	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPN	5 U.S.C. 5754(d)(3)(A)
21		Payment is terminated			VPX	Reg. 575.311

**Table 29. Bonuses, Awards, and Other Incentives (continued)**

<i>R U L E</i>	<i>If Basis for Action 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>
22	Establishment of retention incentive when a service agreement is required and employee is likely to leave Federal service	Payment is 25% or less for an individual or 10% or less for a group	827	Retention Incentive	VPR	5 U.S.C. 5754(e)
23		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPS	5 U.S.C. 5754(f)
24		Payment is terminated			VPY	Reg. 575.311
25	Establishment of retention incentive when a service agreement is required and employee is likely to leave for a different position in the Federal service	Payment is 25% or less for an individual or 10% or less for a group			VPA	Reg. 575.315
26		Payment is above 25% for an individual or above 10% for a group (critical agency need)			VPB	Reg. 575.315 (Higher Cap)
27		Payment is terminated			VPC	Reg. 575.315(g)
28	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(g)<
29		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
30		Not Rule 25 or 26			ZAA	(Enter Agency Authority) (See Note 2)



**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
58	Employee may be barred from annuity under 5 U.S.C. chapter 83, subchapter II	Employee is <i>eligible</i> to apply for an immediate annuity		M61
59		Employee is <i>not eligible</i> to apply for an immediate annuity		M60
60	Separation results from work-related injury/disability (see 5 U.S.C. 8102)	Employee is eligible for continuation of pay		N11 and N12
61				N10
62	Employee, who is separating from Federal service, has life insurance coverage	Employee has made an assignment of life insurance coverage		B69
63		Employee has not made an assignment of life insurance coverage		B46
64		>Is separating to enter on active duty with the uniformed services		B76<
> 65 <	Employee, who is separating from Federal service, has health benefits coverage	Separation is involuntary due to gross misconduct (see Note 8 of this table)	Is not being placed on the Office of Workers' Compensation Programs rolls	B47
> 66 <		Separation is not described in Rule >65<		B53

**Table 31-C. Codes for Required Remarks (Important: More than One Rule May Apply.) (Continued)**

<i>R U L E</i>	<i>If</i>	<i>And</i>	<i>And</i>	<i>Then Required Remarks Codes Are (See Note 1 of this table)</i>
> 67 <	Employee has elected to retain coverage under a retirement system for Non-appropriated Fund employees			B63
> 68 <	Employee under the Federal Employees Retirement System is separated after attaining the minimum retirement age (MRA) and completing 10 years of creditable service (see <a href="#">The CSRS and FERS Handbook</a> , Chapter 42)			B62
> 69 <	Employee under the Federal Employees Retirement System is separated after completing 10 years of creditable service (see <a href="#">The CSRS and FERS Handbook</a> , Chapter 42)			B61
> 70 <	Employee is transferred to an international organization			M62
> 71 <	Employee separates to go to the American Institute in Taiwan under P.L. 96-8			M04
> 72 <	Senior Executive Service (SES) appointee who has guaranteed placement rights is being appointed to a non-SES position in another agency	The action is based on unacceptable performance during probation, less than fully successful performance following probation, or failure to be recertified		M58
> 73 <	Employee abandoned his or her position			S20

**Table 31-D. Codes and Corresponding Remarks**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
1	B46	SF 2819 was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
2	B47	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract).
3	B53	Health benefits coverage is extended for 31 days during which you are eligible to convert to an individual policy (non-group contract). You are also eligible for temporary continuation of your FEHBP coverage for up to 18 months.
4	B61	You appear to be eligible for early deferred retirement benefits at age (enter eligibility age). If you have questions, contact your agency retirement counselor.
5	B62	You appear to be eligible for immediate MRA + 10 retirement annuity. If you have questions, contact your agency retirement counselor.
6	B63	Elected to retain coverage under a retirement system for NAF employees.
7	B69	Employee has assigned ownership of the life insurance coverage. Assignment terminates 31 days after separation date unless employee is entitled to continued coverage before that date.
8	>B76	FEGLI coverage continues at no cost to you until your time in nonpay status totals 12 months. If you are in active duty military status, you may elect to continue FEGLI coverage for an additional 12 months by paying both the employee and agency premiums (Basic coverage) and by paying the entire cost (Optional coverage). Per Section 1102 of Public Law 110-181, you must make the election before the end of your first 12 months in nonpay status. Contact your servicing Human Resources Office or see the FEGLI Handbook at <a href="http://www.opm.gov/insure/life">http://www.opm.gov/insure/life</a> for detailed information.<
9	G29	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on work status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
10	G30	Intermittent employment totaled (number) hours in work status from (date) to (date). [Note: When information on pay status is not immediately available, prepare Standard Form 50 without it. Process a 002/Correction action to add the information to the Standard Form 50 later.]
11	G31	Nonpay time not previously recorded in calendar year (year) totaled (number) hours.
12	M04	Under P.L. 96-8, is entitled to continue FEGLI and health benefits. Has reemployment rights in (agency from which separated) or successor agency upon separation from the Institute, subject to such time period and other conditions as the President may prescribe.

**Table 31-D. Codes and Corresponding Remarks (Continued)**

<i>R U L E</i>	<i>If Code is</i>	<i>Then remark is</i>
13	M26	Employee was advised of opportunity to file grievance and elected to do so.
14	M27	Employee was advised of opportunity to file grievance and elected not to do so.
15	M58	No SES reinstatement rights.
16	M60	Information on possible 5 U.S.C. chapter 83, subch. II, case may be obtained from (enter name & address). [Note: Enter this remark on payroll copy only of Standard Form 50.]
17	M61	Possible 5 U.S.C. chapter 83, subch. II, case. [Note: Enter this on payroll copy only of Standard Form 50.]
18	M62	You have reemployment rights in (agency) under 5 U.S.C. 3582 provided separation is no later than (enter period) after the date of entry on duty in (name of international organization) and you apply to this agency within 90 days from date of your separation.
19		Reserved
20	M64	You have employment rights in (agency) for (how long) under (authority).
21	M67	Forwarding address:
22	M83	The 3-year limitation eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.
23	N10	To (or expected to) be paid under 5 U.S.C. chapter 81.
24	N11	Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., chapter 81, section 8118.
25	N12	Expected to be paid under 5 U.S.C. chapter 81 following 45 calendar days COP period.
26	N20	Severance pay to be resumed by (agency responsible for severance pay fund).
27	N21	Severance pay to be recomputed by (agency responsible for severance pay fund).
28	N22	Entitled to (\$ ) severance pay fund to be paid at the rate of (\$ ) per week over (number) weeks beginning (date).