

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

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Washington, DC 20415

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**The Guide to Processing Personnel Actions**

Update 58

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

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

## The Guide to Processing Personnel Actions (2)

### Summary of Changes

Remove		Insert	Explanation of Changes
Page	Identification	Page	
15-11 thru 15-16	Various	15-11 thru 15-16	1) Adds new rule 20 to Table 15-A reflecting documentation for actions subject to 5 U.S.C. 7542 and renumbers remaining rules accordingly. 2) Updates references to specific rule numbers in the second column of rules 23 and 24; the third column of rules 29 and 30; and note 6 of Table 15-A as a result of the renumbering of rules in Table 15-A. .

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>
11	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)
12		Suspension is effected under agency procedures equivalent to those required under 5 U.S.C. chapter 75			VHJ	5 U.S.C. 75 Eq		
13		Suspension is not covered by Rule 12 or 13			USM	(Enter agency authority for suspension)		
14	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		
15		Is for more than 14 calendar days			VAB	5 U.S.C. 1204-MFD (see Note 2 of this table)		
16	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		
17		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>
18	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)
19		Is for more than 14 calendar days			VWJ	5 U.S.C. 7512		
> 20		Is for more than 14 calendar days <i>and</i> employee is serving in the SES			VDS	5 U.S.C. 7542<		
> 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 <	Suspension that is effected under an agency authority that is not described in rules >11-22< (See Note 1 of this Table)	Is for 14 calendar days or less			USP	(cite agency authority for suspension for 1-14 calendar days)		
> 24 <		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 <		Documents the beginning of LWOP to perform duty with the uniformed services when the employee <i>does not</i> have restoration rights under 38 U.S.C. 4301 et. seq. (i.e., rules >36 or 37< of this table are not applicable) See note 6			DAM	Reg. 630.101		
> 30 <		LWOP, that is not covered by Rules >25-29<, is scheduled to exceed 30 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>
> 31 <	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		
> 32 <					(enter same code as for the LWOP NTE)	(enter the same authority as for the LWOP NTE)		
> 33 <	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)		
< 34 <	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.
> 35 <	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)

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>
>36<	To document the <i>beginning of unpaid leave of absence (LWOP)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service is <i>not qualifying</i> for reservist differential provision in 5 U.S.C. 5538	473	Absent – Uniformed Service (See notes 5 and 6 below)	Q3K	5 CFR part 353		
>37<	To document the <i>beginning of an employee's absence (whether in pay or nonpay status)</i> to perform duty with the uniformed services when the employee has restoration rights under 38 U.S.C. 4301 et. seq.	Service is <i>qualifying</i> for reservist differential provision in 5 U.S.C. 5538 (i.e., service is qualifying regardless of whether differential is actually payable)			Q3K and QRD	5 CFR part 353 and 5 U.S.C. 5538		

## 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 25 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 Absent - Uniformed Service may include periods of paid leave or other paid time off without any additional personnel action processing.
6. If an employee provides multiple military orders documenting *continuous* periods of service, an agency must determine whether all periods of service covered by the orders are subject solely to this rule. If this rule *is not* applicable to all periods of service and additional documentation is required under another rule, NOAC 292/RTD *is not* required when: 1) NOAC 473 is immediately followed by another NOAC 473 action; or 2) an NOAC 460 action effected per rule >29< is immediately followed by NOAC 473 (or vice versa). **Example:** Employee submits three military orders to agency documenting *continuous* military service that begins on January 2, 2012, and ends on December 31, 2012. Military order #1 reflect rule >36< service from January 2, 2012, to February 15, 2012; military order #2 reflect rule >36< service from February 16, 2012, to April 30, 2012; and military order #3 reflect rule >37< service from May 1, 2012, to December 31, 2012. The employee uses paid leave during absence in January 2012, begins use of unpaid leave (LWOP) on February 1, 2012, and returns to duty on January 1, 2013. *Per rule >36<*, process NOAC 473 effective February 1, 2012, *to document the beginning of unpaid leave (LWOP)*. This single personnel action documents the period of continuous service that is subject to rule >36< per orders #1 and #2. Additionally, process an NOAC 473 effective May 1, 2012, *to document the beginning of the employee's absence* for the continuing service under order #3 as required by *rule >37<*. An NOAC 292/RTD *is not* required between the back-to-back actions required per rules >36 and 37<. On January 1, 2013, process an NOAC 292/RTD.